

GOVERNOR'S TRAFFIC SAFETY BUREAU
IOWA DEPARTMENT OF PUBLIC SAFETY



POLICIES AND PROCEDURES MANUAL

JANUARY 2020



MISSION STATEMENT

To identify traffic safety issues and, through partnerships with city, county, state and local organizations, develop and implement strategies to reduce deaths and injuries on Iowa's roadways utilizing federally-funded grants to improve traffic safety in the State of Iowa.

VISION

A place where motorists, pedestrians and cyclists share the safest roads in the nation.

INTRODUCTION

This document sets forth the policy and procedural requirements for the efficient management of contracts awarded by the Governor's Traffic Safety Bureau, Iowa Department of Public Safety.

This Policies and Procedures Manual outlines responsibilities, duties, policies and administrative procedures for program management as well as external management review and audit

authorities to insure that appropriate Federal and State requirements are met in the execution of the Highway Safety Act of 1966 (PL 114-94), as amended. It is not the intent of the Governor's

Traffic Safety Bureau to publish a manual that will supersede existing Federal and State rules;

rather the intent is to provide this document as a summary of key regulations that are in force at the date of publication. These policies and procedures are not only necessary for program and

fiscal accountability, they also contribute to the mission of improving highway traffic safety in

the State of Iowa. To this end, the focus of the Governor's Traffic Safety Bureau is to identify

traffic safety issues and develop coordinated countermeasure programs that encompass public

and private resources and citizen support on agreed upon priorities for reducing Iowa's crash toll.

TABLE OF CONTENTS

Title	Page
1. General Duties and Responsibilities of the Governor's Traffic Safety Bureau (GTSB) -----	
2. General Duties of a Contractor with the GTSB -----	
3. Grant Application and Project/Program Approval -----	
4. Financial Responsibility -----	
5. Equipment, Printing and Copyrights -----	
6. Reporting, Project Performance and Monitoring -----	
7. Amending Contracts -----	
8. Travel -----	
9. Contract Close Out (End of Year) -----	
10. Non-Performance Termination -----	
11. Appendices -----	

GENERAL DUTIES AND RESPONSIBILITIES OF THE GOVERNOR'S TRAFFIC SAFETY BUREAU

The Iowa Governor's Traffic Safety Bureau is responsible for the administration of the U.S. DOT PL 114-94, Federal Highway Safety Program for the State of Iowa. As such, it is the responsibility of the GTSB to ensure the program is conducted in an efficient manner, ensuring that all contractors follow uniform procedures that allow for maximum flexibility without the loss of oversight control. The following information outlines the primary duties of the GTSB as they relate to the administration of a contract awarded to a contractor by the GTSB for the purpose of execution of the Iowa Highway Safety Plan (HSP) as accepted and approved by the National Highway Traffic Safety Administration (NHTSA):

1. The GTSB is responsible for the contracting and review of all programs operated as outlined in the HSP.
2. The GTSB will assign a staff member to assist the contracting agency in the management of the activity defined in the contract.
3. The GTSB will periodically review projects and offer assistance to the contracting agencies to help improve the performance and outcome of a project.
4. The GTSB will assist the contractor in the establishment of proper fiscal and operational controls to ensure compliance with state and federal rules relating to such programs.
5. The GTSB will monitor and review all documentation provided by the contractor in order to establish that the project is being operated in an efficient and legal manner.
6. The GTSB will establish and maintain an equipment accountability system ensuring all GTSB funded equipment with a minimum acquisition value of \$5,000.00 and is less than five years old be inventoried on at least a two-year basis.
7. The GTSB will ensure the contractor is a legal political subdivision of the State, a non-profit organization, or other approved entity.
8. The GTSB will not reimburse any claim prior to the initiation of or after the close out of a contract.
9. The GTSB will offer management and technical assistance to all contracting agencies to facilitate traffic safety efforts in the State.

GENERAL DUTIES OF A CONTRACTOR WITH THE GOVERNOR'S TRAFFIC SAFETY BUREAU

A contractor with the GTSB has the primary role in the delivery of traffic safety programs in the State of Iowa. In this regard, it is the desire of the GTSB to allow the contractor the greatest possible amount of flexibility in project planning and execution. There are however, rules that must be followed in order that a strong viable program is implemented and maintained. The following are the general rules which the GTSB considers necessary for the maintenance of a productive program:

1. A contractor is responsible for complying with all of the policies and procedures within this manual and any rules as required by the state or federal government.
2. A contractor is responsible to the GTSB for compliance with all project objectives as stated in the contract.
3. A contractor will ensure that all costs and procedures related to the contract follow the rules outlined in Title 2 Code of Federal Regulations (CFR) Subtitle A, Chapter II, Part 200 (Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards), and Title 23 CFR, Chapter II, Subchapter A, Part 1300 (Uniform Procedures for State Highway Safety Grant Programs), Subpart D (Administration of Highway Safety Grants). (Appendix A)
4. The contractor will designate a manager responsible for performing activity under the approved contract. The contract manager will be responsible for but not limited to the following:
 - a. Project documentation
 - b. Budgets
 - c. Records and retention
 - d. Project management and evaluation
 - e. Project vouchering
 - f. Fund disbursement
 - g. Project accountability
 - h. Project operation
 - i. Project reporting
5. The contractor will ensure that all activity occurs and equipment is ordered and received within the effective dates of the contract.
6. The contractor must show that the program effort is directed at the reduction of crashes on Iowa roads for funding to occur.
7. The contractor shall maintain all project, contractual and financial, records for at least three years following payment of a final voucher.

GRANT APPLICATION AND PROJECT APPROVAL

To facilitate the mission of the Governor's Traffic Safety Bureau, the GTSB solicits requests for funding from appropriate eligible agencies with a desire to address traffic safety problems within Iowa. As a selection mechanism for these projects, the GTSB has established a procedure for contract request preparation and project approval. It should be noted that all project approval is contingent upon NHTSA's acceptance and approval of the Iowa HSP. NHTSA is the ultimate authority for any project under the Federal Highway Safety Program. The development of the HSP is outlined in Appendix B. The following information summarizes the rules and procedures for funding:

1. Each year, the GTSB prepares a State Problem Identification specifying eligible counties for possible funding of traffic safety programs by the GTSB. Under the current system, 22 counties are identified as eligible for Section 402 (general traffic safety) funding and 40 counties are eligible for Section 405d (impaired driving). Any state, local, or approved entity in an identified county may apply (Appendix C). Any Iowa law enforcement agency receiving either 402 or 405d funding is eligible to apply for funding under the special Traffic Enforcement Program (sTEP).
2. The mechanism the GTSB uses for primary evaluation of applications is the Governor's Traffic Safety Bureau Guidelines for Funding Proposals. Section 402 and Section 405 program applications have separate guidelines (Appendix D). All of the information necessary for the submission of a request for funding from the GTSB is outlined in these documents. It is necessary that the information in the request be concise and addresses the traffic safety problem within each area.
3. The 402 Highway Safety Program is designed to help states, counties and communities initiate programs to address traffic safety problems. Traffic safety issues that qualify for 402 funding are: alcohol, occupant protection, police traffic services, speed, emergency medical services, roadway safety (engineering), motorcycles and pedestrian/bicycle safety. Projects may include activities in any or all of these areas. Impaired driving countermeasures are addressed in projects funded under section 405d. Section 405c funding is available to statewide traffic safety information systems and projects funded with Section 405f are for motorcycle safety awareness and training.
4. Federal highway safety grants are funded on an annual basis.
5. Final project selection is made each spring following steps outlined in the GTSB Program Selection Guidelines (Appendix E). If a project is selected for funding, a GTSB staff member will be assigned to help develop and implement a project. The GTSB functions on the Federal Fiscal Year. Projects are initiated on October 1 and run through September 30; however, sTEP programs run from November 1 through September 30. Details of sTEP grant management are outlined in the sTEP Grant Policies (Appendix F).

FINANCIAL RESPONSIBILITY

Strict compliance must be maintained with all cost principles related to the spending of project funds. Proper fiscal controls are essential in the administration of any project. The GTSB and contractor must both maintain a separation of duties in their financial transaction processes wherein no one individual is responsible for record keeping, authorization and reconciliation. In addition, all of the contracts administered by the GTSB are subject to audit. As such, the GTSB will make every effort to insure that all costs are properly claimed. The following information should be considered imperative in the proper administration of a GTSB contract:

1. Both state and federal rules affect the fiscal system related to the management of the Federal Highway Safety Program. As with any accounting system, the number of people who are authorized to spend money or modify contracts is limited. The Governor's Representative for Highway Safety and the Bureau Chief of the GTSB have the authority to enter into contracts, expend funds or approve budget increases. No other GTSB official has any such authority, including the Program Administrator (PA) assigned to each contract.
2. No cost can be claimed on a project unless the following criteria have been met:
 - a. The cost was incurred during the effective dates of the contract.
 - b. The cost was incurred only after the approval and signing of the contract by all identified parties.
 - c. The cost is considered eligible under the Federal Highway Safety Program.
3. The Federal Highway Safety Program is a cost reimbursement program. As such, a contracting agency must first expend and pay all costs incurred in the program. To be reimbursed for these costs, the contracting agency's project manager must submit a Claim for Reimbursement (HSP 2, see Appendix G) to the GTSB. The claim for reimbursement must include all documentation related to the reimbursement of the money claimed showing that the contracting agency has paid the costs for which it seeks reimbursement. The following should be helpful in preparing a claim for reimbursement:
 - a. The cost must be necessary for proper and efficient administration of the contract.
 - b. The cost must be adequately identified in the contract.
 - c. The cost must be permissible under federal, state and local policies, regulations and practices.
 - d. The cost cannot exceed \$4,999.00 without prior GTSB/NHTSA approval.
 - e. The cost must be reasonable.
 - f. The cost must have been incurred during the effective dates of the contract.
 - g. The cost must be reduced by all applicable credits.
 - h. The cost cannot be used as match for other federal grant programs.
 - i. The cost must not result in profit or other increment for the contractor or its employees.

- j. The project manager or appropriate supervisor must verify time and attendance documents each pay period.
- k. Equipment must be ordered and received during the effective dates of the contract and comply with the Buy America Act.
- l. Law Enforcement Officers that work GTSB overtime enforcement, to include DRE call-outs, will be reimbursed at no more than one and a half times the officer's regular shift hourly rate.

4. Claims for reimbursement must be submitted to the GTSB within 90 days of expenses being paid by the contractor. It is the intent of the GTSB to process and reimburse claims in a timely manner. Reimbursement is generally made to the contractor within 60 days upon receipt of a claim submitted with required documentation. The claim for reimbursement must consist of an HSP 2 with an authorized signature and supporting documentation. Processing will cease without these items and will not continue until the issues are resolved.

5. In addition to the Claims for Reimbursement, the GTSB requires that an activity report (GTSB form 71a & b) be filed for law enforcement contracts. The activity report should contain all of the enforcement overtime hours conducted for the specific month. *Daily enforcement overtime for each law enforcement officer (LEO) is limited to no more than that of an agency's regular shift (i.e., agency operates on 10 hour shifts; LEO's are not authorized reimbursement for more than 10 hours OT in a 24 hour period). Law enforcement agencies under a 402 contract are required to conduct a seat belt survey twice per year (Mar and Aug). The seat belt surveys will be conducted for no more than 1 hour or 100 autos, whichever comes first.*

The activity reports are due to the GTSB no later than the 15th following the end of the month. Activity reports must have been received by the GTSB before a claim for reimbursement is processed for that same month. The number of enforcement overtime hours listed on the activity report must match the number of overtime hours recorded on the Overtime Spreadsheet/Timesheet (GTSB Form 32). To ensure timely submittal of these reports, the GTSB will withhold processing a claim if the contractor fails to provide the corresponding activity reports. If this situation occurs, the GTSB will issue a letter to the project manager informing them of that action. Upon receipt of the activity report, the unpaid claim(s) will be processed for reimbursement.

6. A contractor has 45 days to close out the contract and submit all final fiscal documentation after the contract completion date. Funds cannot be expended during close out, however, it is possible to submit claims for reimbursement for expenses incurred prior to September 30. Claims will not be honored after the 45-day period has expired.

7. When a contract is awarded, the last section of the contractual agreement contains a project budget. The budget contains both the overall dollar amount awarded for the project and a breakdown of costs by specific line items. It is imperative that a contractor adhere both to the total budget and the amount listed on each line item. The GTSB cannot reimburse any claim for funds in excess of the contracted amounts. If a

change is needed within the budget, a written request must be submitted no later than sixty (60) days prior to the close of the contract and then approved by the GTSB. The request must be submitted prior to purchase/expenditure of funds that may cause this issue. **Line item change requests will not be approved after August 1st of the contract year.**

8. As part of the Federal Highway Safety Program, all contractors are required to furnish the GTSB with any and all audits applicable to the contractual agreement. These audits will be reviewed by the GTSB for possible audit exceptions related to the program. If an audit exception was addressed within the audit report, the following steps will be adhered to:

- a. The GTSB Program Administrator will send a letter to the contractor arranging a meeting to address the audit finding(s).
- b. The meeting should address, if applicable, repayment of federal funds, reviewing contract management and/or timely submission of reporting forms.
- c. The contractor should send in a follow-up letter addressing the outcome of the meeting.
- d. The GTSB will retain correspondence pertaining to the audit finding in the main file.

9. All financial reports of the contractor must be retained for a period of not less than three years following payment of the final claim by the GTSB. Financial records must include at least the following documentation:

- a. Books;
- b. Original entries;
- c. Source documentation supporting transactions;
- d. General ledger;
- e. Subsidiary ledgers;
- f. Verified payroll records;
- g. Personnel records;
- h. Canceled warrants or checks; and
- i. Related documents and records.

EQUIPMENT, PRINTING AND COPYRIGHTS

Many of the contracts awarded by the GTSB include the approval to purchase equipment. The GTSB defines such equipment as tangible, nonexpendable personal property having a useful life of more than one year. Equipment purchased with GTSB funds must be inventoried on a schedule set by the purchase price and ***have a useful life period of 5 years***. The GTSB maintains inventory records related to contractual purchases of equipment. The following rules apply to GTSB-funded equipment:

1. Any and all equipment to be reimbursed by the GTSB must be included in an approved Highway Safety Grant. If the acquisition is \$5,000.00 or more, agencies must

submit a request to the GTSB and can only order the equipment after receiving GTSB approval regardless of the GTSB reimbursement rate. The acquisition cost is the price of the equipment (i.e., main camera body) and tax only and does not include freight.

2. All equipment with a value of \$5,000.00 and above will be inventoried at least once every two years. The contractor will be asked to produce the equipment and show its condition to be in good working order.

3. All equipment with a value of \$500.00 or greater must be used by the contractor for the purpose for which it was acquired for the duration of its useful life, regardless whether the GTSB continues to support the project.

4. When no longer needed for the program, or if the equipment becomes nonfunctional, ***within the 5 year useful period***, Equipment Disposal Request, GTSB Form 79 (Appendix H) must be completed and submitted indicating disposal or reassignment. If the equipment had an original purchase price of \$5,000.00 or more and required pre-approval, ***the GTSB will submit a request for disposal when the equipment reaches the end of its useful life (5 years)***.

5. No equipment purchases will be reimbursed by the GTSB unless the equipment has been received and payment rendered. The claim for reimbursement must include a photograph of the item showing the serial number and a completed GTSB Form 26 Equipment Accountability Report, HSP 3 (Appendix I) with the necessary information to inventory newly-purchased equipment. A copy of the invoice must be provided and, if dated between September 25 and October 5, proof of delivery in the contract year must be included.

6. All educational material printed with federal highway safety funds must be pre-approved by the GTSB and be an integral part of the project. Allowable educational materials include brochures and other items that provide traffic safety educational information. The contractor shall discuss desired educational items with their PA prior to any purchase. Promotional items such as pencils, key chains and other trinkets are not considered educational materials and are not authorized.

7. When possible and practical, printed material purchased wholly or in part with federal highway safety funds will contain the following statement, "Purchased with Federal Highway Safety Funds."

8. Due to the state fiscal year (SFY) ending June 30th, no contractors can claim June and July expenses on the same HSP 2. All grantees must separate June and prior expenses from July and later expenses. June claims must be submitted to reach the GTSB no later than August 10th. Claims for materials or equipment with an invoice dated between June 25 and July 5 must also include proof of delivery to verify receipt of the item(s) within the closing SFY.

9. Proprietary rights over produced materials funded with federal monies by the GTSB are relinquished by the contractor in accordance with CFR 49 Part 18.34.

REPORTING, PROJECT PERFORMANCE AND MONITORING

The goal of the traffic safety programs sponsored by the GTSB is to reduce death and injuries on Iowa's roads. The GTSB is a data-driven organization that utilizes "most recent available" data in supporting traffic safety efforts. The data is used to help guide, assist, direct and expand resources for contracted agencies. Contractors are required to submit reports regarding their efforts throughout the life of the contract. The GTSB uses the reports and data to insure the programs are in accordance with the contract and are providing the desired results. Reporting provides the contractors an opportunity to discuss program successes, shortcomings, exchange information and document effort. The GTSB prepares an annual report of activities being conducted in Iowa by agency for submission to NHTSA. The following are the procedures and rules that relate to reporting, site visits and project performance:

1. All contracts with state agencies require a quarterly report be forwarded to the GTSB on the 15th day after the end of a fiscal quarter, i.e., January, April, July and October. State contracts that fund positions require monthly reports, due no later than the 15th of the following month.
2. All contracts with local government agencies and other entities require monthly reports be forwarded to the GTSB no later than the 15th day after the end of each month.
3. These reports are considered delinquent if they are more than two months past due. If this occurs, the GTSB may withhold reimbursement of claims until such time as the contractor furnishes the appropriate report(s).
4. The quarterly/monthly report forms are furnished by the GTSB. The primary information requested will include the progress status of the objectives, any problems or noteworthy information, and other details the contractor feels should be passed on to the GTSB.
5. Excluding sTEP grants, the contractor must furnish an annual report to the GTSB. The actual due date is defined in the contractual agreement however it is typically November 1st. The annual report is due no later than 30 days after the close of the contract year. Final payment may be withheld until the annual report is received by the GTSB. The GTSB has 90 days from the end of the federal fiscal year to submit a final report to NHTSA.
6. Project performance is the key issue in continuation of a contract. It is imperative that all efforts are made to adhere to the contract. Objectives should be reasonable and realistic. Modifications of contractual obligations is uncommon, but possible. This requires explanatory documentation and NHTSA approval may be needed. Refer to "Amending of Contracts" section of this manual.

7. The GTSB assigns a staff representative to each contract who conducts program reviews and provides technical assistance. The staff representative will monitor all contract as follows:

- a. Desk monitoring is required at least *once* during the program year for projects funded below \$5,000.00.
- b. Site visits are required at least *once* during the program year for enforcement projects funded at \$24,999.00 or less; at least *twice* if funded at \$25,000-\$99,999 and at least *three* times if funded at \$100,000.00 or more.
- c. Site visits or desk monitoring are required at least *once* during the program year for non-enforcement projects if funded at \$74,999 or less; at least *twice* if funded at \$75,000-\$199,999, and at least *three* times if funded at \$200,000 or more.
- d. Regardless of funding levels, the staff representative or GTSB Bureau Chief may deem a site visit necessary at any time during the program year, which may be in addition to required visits.
- e. If an on-site visit is not possible due to inclement weather, illness/injury or scheduling conflicts, a desk/phone audit may be substituted with Bureau Chief approval.

Site visits are the contractor's opportunity to have direct face-to-face contact with the GTSB representative. Enough time should be set aside to fully discuss concerns and program accomplishments. The staff representative must review project control mechanisms and complete an Administrative Review Report (Appendix J) noting contract compliance in several areas including, but not limited to:

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|---|--------------------------------|
| a. Fiscal records; | d. Equipment inventory; |
| b. Project compliance; | e. Adequate property controls; |
| c. Commitment to project continuation/budget plan | |

AMENDING OF CONTRACTS

The contract with the GTSB is the governing document related to overall project objectives and delivery of services. When the contract is negotiated it is assumed that the agreement is based on solid estimates of realistic activity. There are times, however, that it will be necessary for the contract to be amended. Some of the common reasons for an amendment include a change in the budget, a change required in the scope of work, an additional equipment purchase that does not increase the contract budget amount or addressing an unplanned occurrence. The procedure that must be followed to amend a contract is:

1. A letter must be submitted by the Contract Designee, Article 5.2 of the contract, by the requesting agency to their designated GTSB PA outlining the change. The request must describe the change, the reason for it, and any needed budget changes as appropriate.
2. Upon receipt of the request, the PA will recommend approval or denial of the change. Some contract amendments require NHTSA approval. In this instance the

modification may take an extended amount of time. Therefore, any change in a contract should be requested as soon as possible. Additionally, no change in a contractual agreement will be accepted within 60 days of the close of the contract.

3. Once approval or denial has been determined, a letter and other supporting documentation will be issued to the requesting agency. The GTSB Bureau Chief has signatory authority for all bureau documentation and subsequently authorizes PA's to sign standard contract modifications effective December 28, 2007. Standard modifications are those that do not increase the total budget amount. Changes that increase the total budget amount must be approved by the GTSB Bureau Chief. In addition, the Bureau Chief reserves the right to disallow any contract modification as he or she deems appropriate.

TRAVEL

One objective of the GTSB is to provide contractors with the opportunity to gain highway traffic safety knowledge and information that is available throughout the country by approving the expenditure of funds for out-of-state travel. The GTSB Bureau Chief authorizes PAs to approve or deny contract-related travel requests. However, the Bureau Chief reserves the right to approve or deny any and all GTSB funded travel. The following procedure must be followed to receive travel approval and subsequent reimbursement from the GTSB:

1. If an out-of-state trip to attend a traffic safety workshop, conference or training is pertinent to a GTSB program, the requesting agency must submit an Out-of-State Travel Request Form, GTSB Form 49 (Appendix K) to the PA at least six weeks prior to the date of travel. Agencies use GTSB Form 49 for providing the name of the person traveling, their agency, contract number, name of training or conference, location, travel dates, mode of travel and a brief explanation of the trip. A projected itemized budget with costs for mileage or airfare, meals, lodging, registration, cab/shuttle fees/alternate transportation, parking and any luggage fees must also be included. The request must be signed by the person traveling and their authorizing official. An agenda should be included when available and any other documents that further explain the scope and nature of the requested travel.

2. Upon receipt, the PA will review the request and determine if the travel is appropriate. If approved, a letter and an Out-of-State Trip Report Form, GTSB Form 51, (Appendix L) will be issued. Unless otherwise stated in the approval letter, the trip report is due to the GTSB two weeks upon completion of the trip. The report should include a summary of the information learned and how it will be used in the traffic safety program. Travel reimbursement is contingent upon receipt of the trip report.

3. All travel reimbursements will be made at approved State of Iowa rates. Out-of-state city levels and territory rates can be found on the State of Iowa website at <https://das.iowa.gov/state-accounting/travel-relocation/out-state-travel/out-state-city-levels>. Travel claims must be submitted with proper documentation before reimbursement can be made. All receipts must be provided including registration, hotel, parking, ground transportation, airfare or mileage, luggage and meals. Hotel receipts

must show payment made and itemize each night's rate, tax and reflect a zero balance. Meal receipts must detail name/location of restaurant, menu items purchased, tax and tip. If there are multiple guests on a receipt it is the responsibility of the authorized traveler to identify what food/drink they consumed. Alcoholic beverages are not allowed for reimbursement. The receipts must reflect payment has been made. For air travel, two additional airline quotes must be provided that reflect the least expensive flight was taken unless travel was arranged through an outside vendor. A GTSB Travel Checklist (GTSB Form 33) detailing what is needed for reimbursement and, when necessary, a Payment Voucher will be provided with travel approval.

4. All in-state training and/or related travel requires prior approval by the GTSB. This approval is necessary to submit a claim for reimbursement. Requests for in-state travel may be sent via e-mail, letter or by phone and do not require a follow-up report (Trip Report).

CONTRACT CLOSE OUT- END OF FEDERAL FISCAL YEAR

Near the end of the contract year, a number of activities take place related to contract close out. The primary items of concern are the final claim submittal and preparation of an annual report. These activities allow the GTSB to close out the federal fiscal year with the federal government no later than December 31. The GTSB has 90 days to close out its budget books. All claims must be submitted no later than November 15th to meet the close out deadline. Claims may not be reimbursed after this period. It is not the intent of the GTSB to deliberately withhold payment; however, close-out procedures must be strictly adhered to. The following information outlines the proper contract close-out procedure:

1. Contract amendments will not be approved within the last 60 days before the close of the federal fiscal year.
2. All claims for reimbursement must be received by the GTSB no later than 45 days after the close of the federal fiscal year (November 15th). While it is understood that this may cause some hardships on contractors, it is imperative that arrangements be made to comply with this rule.
3. The last HSP 2 filed for the year should contain the notation "Final Claim" in the upper right corner. Upon receipt of this claim, it will be assumed that all unexpended funds are available to be released and will not be subject to further claims by the contractor.

NON-PERFORMANCE TERMINATION

If, through any cause, the Contractor fails to fulfill its obligation under the contract in a timely and proper manner, or if the Contractor violates any of the agreements or stipulations of the contract, the GTSB shall have the right to terminate the contract and withhold further payment of any kind by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least thirty (30) days before such date. The GTSB shall be the sole arbitrator of whether the Contractor or its subcontractor is performing its work in a proper

manner with reference to the quality of work performed by the Contractor or its subcontractor under the provisions of the contract. The contract may be terminated by either party by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before such date.

APPENDICES

- A. Title 2, CRF, Subtitle A, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Title 23, CRF, Chapter II, Subchapter A, Part 1300, Uniform Procedures for State Highway Safety Grants.
- B. Governor's Traffic Safety Bureau Highway Safety Plan Development Guides
- C. Iowa's Problem Identification Rationale to Determine Top22 Section 402 Eligible Counties and Top 40 Section 405d Eligible Counties
- D. Governor's Traffic Safety Bureau Guidelines for Grant Applications
- E. Governor's Traffic Safety Bureau Program Selection Guidelines
- F. Governor's Traffic Safety Bureau sTEP Grant Policies
- G. GTSB Form 25 Claim for Reimbursement HSP-2 (state/non-state)
- H. GTSB Form 79 Equipment Disposal Request or Notification
- I. GTSB Form 26 Equipment Accountability Report HSP-3
- J. GTSB Form 12b & 12d Administrative Review Report (Law Enforcement/Non-Enforcement)
- K. GTSB Form 49 Out-of-State Travel Request
- L. GTSB Form 51 Out-of-State Trip Report
- M. General Conditions
- N. GTSB Table of Organization

POLICIES AND PROCEDURES MANUAL



APPENDIX A

Title 2 CFR, Subtitle A, Chapter II, Part 200

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Title 23 CFR, Chapter II, Subchapter A, Part 1300

GOVERNOR'S TRAFFIC SAFETY BUREAU
IOWA DEPARTMENT OF PUBLIC SAFETY

January 2020

Title 2 CFR, Subtitle A, Chapter II, Part 200

Title 2- Grants and Agreements

Subtitle A - Office of Management and Budget Guidance for Grants and Agreements

Chapter II – Office of Management and Budget Guidance

Part 200 – Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards

Access to the complete chapter can be found at: <https://tinyurl.com/ydczw327>

Title 23 CFR, Chapter II, Subchapter A, Part 1300

Department of Transportation

National Highway Traffic Safety Administration

23 CFR Part 1300

[Docket No. NHTSA-2016-Q057]

RIN 2127-AL71

Uniform Procedures for State Highway Safety Grant Programs

Agency: National Highway Traffic Safety Administration (NHTSA), Department of Transportation (DOT)

Action: Final rule.

Summary: This final rule makes change and clarifications to the revised uniform procedures implementing state highway safety grant programs in response to comments received on the Interim Final Rule (IFR), published May 23, 2016.

Dates: This final rule is effective on February 26, 2018.

Access to the complete chapter can be found at: <https://tinyurl.com/ybbatSnu>

POLICIES AND PROCEDURES MANUAL



APPENDIX B

Highway Safety Plan Development Guide

GOVERNOR'S TRAFFIC SAFETY BUREAU
IOWA DEPARTMENT OF PUBLIC SAFETY

January 2020

By July 1st of each year, the GTSB must submit its proposed Highway Safety Plan (HSP) to the National Highway Traffic Safety Administration (NHTSA). The GTSB Program Evaluator is responsible for the development and submission of Iowa's HSP.

Numerous components make up the Highway Safety Plan. The bulk of these are required by NHTSA. The Program Evaluator gathers all needed information. The required elements are:

1. A description of data sources and processes used by the State to identify its highway safety problems.
2. Problem Identification Process, data used and participants.
3. Outcome Measures: Utilizing 3-5 years of Fatality Analysis Reporting System (FARS) data, set state performance measures and targets. FARS data can be accessed at: <http://www.nhtsa.gov/FARS>. Each of the core outcome measures need to have separate measures and targets. A variety of analyses should be conducted, including review of 3 and 5 year moving averages, linear trends and alternative baselines. In some cases a judgement call may be necessary, especially in the event of data that is substantially different or when there are small numbers with high variability.

Performance measures are tools or standards used to track progress and measure results. Performance targets describe an aim or purpose toward which a set of strategies are directed. The state process for setting targets must be based on data trends, resource allocation assessment and other factors that impact data trends such as legislation. Collaboration strategies should be included- identifying all participants, agencies, etc. involved.

A minimum of one (1) performance measure/data-driven performance target must be set for each core measure. Recommended target statement example: "To decrease serious traffic injuries XX% from the 20xx calendar base year average of __ to __ by December 31, 20xx."

Core Outcome Measures/Required Data Source

- 1) Fatalities (FARS): Performance measure common to the State's Strategic Highway Safety Plan (SHSP). Performance measure(s) must be defined identically as coordinated through the State's SHSP. The State's annual targets are required to support the larger range SHSP targets and must reflect identical measures as included in the DOT's Highway Safety Improvement Plan (HSIP).
- 2) Number of serious injuries (State DOT): Performance measure common to the State's SHSP. Performance measure(s) must be defined identically, as coordinated through the State's SHSP. The State's annual targets are required to support the larger range SHSP targets and must reflect identical measures as included in the DOT's HSIP.
- 3) Fatality Rate Per 100M Vehicle Miles Traveled (VMT) (FARS/FHWA):

- a. Overall- Performance measure common to the State's SHSP. Performance measure(s) must be defined identically, as coordinated through the State's SHSP. The State's annual targets are required to support the larger SHSP target and must reflect identical measures as included in the DOT's HSIP submission.
 - b. Rural
 - c. Urban
 - 4) Number of Unrestrained Passenger Vehicle Occupant Fatalities, All Seating Positions (FARS);
 - 5) Number of Fatalities Involving Driver or Motorcycle Operator with .08 BAC or Above (FARS);
 - 6) Number of Speed-related Fatalities (FARS);
 - 7) Number of Motorcyclist Fatalities (FARS);
 - 8) Number of Un-helmeted Motorcyclist Fatalities (FARS);
 - 9) Number of drivers Age 20 or Younger Involved in Fatal Crashes (FARS);
 - 10) Number of Bicycle/Pedestrian Fatalities (FARS).
4. Behavior Measure: Percent observed belt use for passenger vehicles - front seat outboard occupants (state survey).
 5. Activity Measures: Report of grant-funded activity:
 - a) Number of seatbelt citations issued during grant-funded enforcement activities. (As reported on grant activity reports)
 - b) Number of impaired driving citations issue and arrests made during grant-funded enforcement activities. (As reported on grant activity reports)
 - c) Number of speeding citations issued during grant-funded activities. (As reported on grant activity reports)
 6. Other Performance Measures: Establishment of additional performance measures in areas such as distracted driving or additional measures in areas where core performance measures are already required.
 7. Information supporting the State's Evidence-Based Enforcement Plan.
 8. Identification of partners and collaborative efforts.
 9. Performance measure and target setting processes and participants:
 - a) Must be evidence-based;
 - b) Describe the process used to develop the highway safety performance measures and in setting annual quantifiable and measurable highway safety targets;
 - c) Define identically, as coordinated through the State Strategic Highway Safety Plan;
 - d) Identify all participants, agencies and organizations involved in the process and the manner in which they were involved. Collaboration strategies should be included.
 - e) States are required to establish at least one performance measure and data-driven performance target for each program area as identified by the state;
 - f) For project selection guidance, identify and refer to NHTSA's "Countermeasures That Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices," 9th Edition, 2015.
 10. Coordination with the State Strategic Highway Safety Plan:

- a. The state is required to include in the SHSP a description of the efforts made to coordinate and the outcomes of coordination of the HSP, data collection and information systems with its SHSP. Performance measures common to the state's HSP and the State HSIP for fatalities, fatality rate and serious injuries are required to be defined identically, as coordinated through its SHSP.
11. Highway Safety Strategies and Projects:
 - a. Required to describe, at a minimum, one year of Section 402 and Section 405 countermeasure strategies and projects, and identify funds from other sources, including federal, state, local and private sector funds.
 - b. Required to include a description of the projects that make up each of the program areas that will implement the program and strategies.
 - c. The State is required to provide an assessment of the overall traffic safety impacts of the strategies chosen and proposed or approved projects to be funded.
 - d. Provide for an analysis of crashes, crash fatalities, injuries in the areas of highest risk, deployment of resources based the analysis and continuous follow-up and adjustment of the enforcement plan.
12. Program Cost Summary Form (HS217)
13. State Certifications and Assurances signed by the Commissioner, Iowa DPS

Several additional elements of the HSP are considered as *optional* by NHTSA. They are:

1. Mission statement;
2. Executive summary;
3. Highway safety planning process;
4. Highway safety planning calendar;
5. Financial summary graph;
6. Staff training, SHSO organization chart and staff duties;
7. State demographics.

To obtain detailed information on further development of the Highway Safety Plan, GHSA's "Guidance for Developing Highway Safety Plans" is utilized. This resource document can be accessed at: www.ghsa.org/resources/shso-guidance.

POLICIES AND PROCEDURES MANUAL



APPENDIX C

Problem Identification Process

GOVERNOR'S TRAFFIC SAFETY BUREAU
IOWA DEPARTMENT OF PUBLIC SAFETY

January 2020

Problem Identification

Iowa Governor's Traffic Safety Bureau

Introduction and Problem Identification Process

The United States Congress enacted national highway safety legislation in 1966 which led to the creation of the National Highway Traffic Safety Administration (NHTSA). The legislation provided federal highway safety money to be made available to individual states with the common goal of reducing death and serious injury on the nation's roadways. Iowa has been an active participant in this highway safety partnership since the mid-1960's.

Iowa has made great strides throughout the years to reduce traffic fatalities and crash data is the cornerstone of Iowa's traffic safety program. The GTSB is an active participant in the process led by the Iowa Department of Transportation (IDOT) to develop and implement the state's Strategic Highway Safety Plan (SHSP). Iowa utilizes, to a greater extent, the information gathered and compiled in the state SHSP to strengthen shared goals with the IDOT to develop and align strategies to reduce identified traffic safety problems. The state continues to utilize the aspects of education, enforcement, engineering and emergency services to strive to provide for safer roadways in Iowa.

The major objective of Iowa's problem identification is to determine the relative severity of traffic safety problems throughout Iowa's 99 counties. As part of the duty of the GTSB to administer federal traffic safety funds, a comprehensive "Problem Identification" is compiled each year.

In analyzing the relative severity of traffic related safety problems in each county, quantifiable measures of serious traffic crashes are used. The *Administrative Code* of the State of Iowa (661AC 20.4(1)) specifies the inclusion of the following in the problem identification analysis:

- Fatal crashes by county;
- Personal injury crashes by county;
- Serious personal injury crashes by county;
- Alcohol-related fatal crashes by county;
- Alcohol-related personal injury crashes by county;
- Vehicle miles traveled by county;
- Serious traffic offenses by county;
- Fatal and injury crashes involving motorcycles by county;
- Fatal and injury crashes involving pedestrian and bicycles by county.

For evaluation purposes, each of the nine data elements is given equal weight. The *Administrative Code* does not specify any particular emphasis on the individual elements, but because each element is worthy of inclusion in the analysis, equal consideration of each element has been adopted.

Each county is ranked with the other counties in each of the nine traffic-related problem areas from the highest number of occurrences to the lowest. For example, if County X experienced an average of 40 fatal crashes per year, the highest in the state, then County X would be ranked

number one in terms of the fatal crashes portion of the Problem Identification. If County Y averaged 750 serious personal injury crashes per year and that figure was the 15th highest among the 99 counties, County Y would be ranked number 15 in terms of serious injuries, and so on.

After all categories have been analyzed, the problem rankings in the nine data groups for each individual county are averaged and compared, providing an overall or composite ranking for each county. The composite ranking is used to determine the relative need for federal 402 highway safety program assistance and eligibility is limited to the “Top 22” counties. NHTSA recommends utilizing at least three years of data when conducting problem identification analysis.

While the ranking of key crash-related statistics by county is a determining factor in assessing 402 program eligibility, it is only the first step in developing highway safety programs which are responsive to the problems associated with a particular county or community. A second step involves examination of traffic-related data from the eligible counties and municipalities within those counties that are interested in partnering with the GTSB to establish local traffic safety programs utilizing 402 resources which are targeted at the most prevalent traffic problems. For example, program efforts with law enforcement or other public agencies may focus on high crash locations, time of day and/or day of week factors. Other data variables such as restraint use or driver impairment, for example, may also be important when defining highway safety problems in a given county and how to apply effective countermeasures to address these issues. While the GTSB provides some data for each county, more specific requests with numerous variables for analysis may be requested through traffic safety partners at the Iowa DOT and/or In-Trans at Iowa State University.

Section 405d- Alcohol Impairment (Top 40)

Iowa has had an effective program to address the problem of alcohol-impaired driving since 1995. Section 405d legislation and funding allows for the GTSB to expand eligibility for addressing the problem of alcohol impairment. In addition to the Top 22 counties previously defined, Section 405d funds are made available to agencies in the 40 counties in which alcohol-impaired driving ranks the highest. To be eligible for Section 405d funds, agencies must be in one of Iowa’s designated “Top 40” problem counties as determined annually by traffic data analysis of alcohol-related fatal crashes, alcohol-related personal injury crashes and serious traffic offenses (OWI revocations). Agencies in counties ranked 1-22 are eligible regardless of population. Agencies ranked 23-40 must be cities with a population of 3,000 or more unless the jurisdiction is county-wide.

Each year, upon completion of the Problem Identification process, agencies are notified what type of funding they qualify for based on “Top 22” and “Top 40” counties identified. The Program Evaluator maintains a current list of “top 22” and “Top 40” counties for each FFY.

POLICIES AND PROCEDURES MANUAL



APPENDIX D

Grant Application Guidelines

GOVERNOR'S TRAFFIC SAFETY BUREAU
IOWA DEPARTMENT OF PUBLIC SAFETY

January 2020

Guidelines for Section 402 Funding Proposals

The Iowa Governor's Traffic Safety Bureau (GTSB) administers the federally funded Section 402 Highway Safety Program authorized on December 4, 2015, when President Obama signed into law P.L. 114-94, the Fixing America's Surface Transportation (FAST) Act. The FAST Act authorizes the federal surface transportation programs for highways, highway safety and transit. Federal highway safety programs are administered nationally by NHTSA, an agency of the U.S. Department of Transportation, established in 1966 to combat the growing number of traffic related deaths and injuries.

The federal 402 program is designed to help states, counties and communities initiate programs to address traffic safety problems. Applicants are encouraged to "leverage" funds requested from the GTSB with staff, financial or other resources that can contribute to the proposed project. Traffic safety issues that qualify for 402 funding are: alcohol, occupant protection, police traffic services, speed, emergency medical services, traffic records, roadway safety (engineering), motorcycles and pedestrian/bicycle safety. Project proposals may include activities in any or all of these areas. Section 402 programs are funded through a one-year contract between the GTSB and the requesting agency. Funds are only provided via reimbursements. Agencies must first pay all program costs and then submit claims for reimbursement. It is recommended for claims to be submitted monthly to ensure an even flow of funding. The GTSB will make every effort to provide reimbursement within 90 days upon receipt of properly completed reimbursement claims.

To qualify for Section 402 funding, agencies must be in a county designated as one of Iowa's "Top 22" Problem Counties and have a city population of 3,000 or greater. These are determined each year by an in-depth analysis of Iowa's traffic safety crashes through a Problem Identification Process. Please contact the GTSB to verify your agency's qualification status before submitting an application.

The agency head or designee must sign the funding proposal. Proposals must be received by the GTSB prior to March 1st for consideration in the program year beginning the following October 1st.

These instructions provide potential contractors with the appropriate information to complete a Section 402 funding application for submission to the Governor's Traffic Safety Bureau.

PROBLEM STATEMENT

The problem statement should briefly describe the highway safety problem(s) you plan to address. Remember the nine highway safety emphasis areas noted above are the primary focus of the 402 Program. If possible, include traffic data such as citations, crashes or seat belt usage rates.

GOAL OBJECTIVES/PERFORMANCE MEASURES

Note your goal objective(s). The best objectives answer the question: What results will be attained and how will they be measured (numerically measurable outcomes are desirable). Objectives should be specific, measurable, action-orientated and reasonable.

ACTIVITIES

Program activities should provide the methods by which you propose to achieve your objectives. What activities will you undertake to accomplish your goals? Activities might include directed overtime enforcement, educational presentations, training or workshop sessions or public information endeavors. Be as specific as possible so it is clear how they will impact your identified highway safety problem(s).

AGENCY'S CURRENT RESOURCES

If your agency is asking for overtime in your application, you need to note the number of sworn officers in your department and the average overtime rate of pay.

If you are asking for equipment in your application, you must complete the last page of the application which is the Equipment Information Form.

REQUESTED PROGRAM ELEMENTS/BUDGET

This section tells us exactly what your agency is requesting to carry out the activities proposed in your application. These elements, if approved, will make up your contract budget. While a proposed budget for a program is an estimate, the figures should be as specific as possible. Estimated project costs are categorized in these four cost categories:

1. Personal Services – Overtime, salaries and training-related travel expenses.
2. Commodities - Costs of educational materials acquired and consumed specifically for the purpose of the program. Telephone, printing, postage, child safety seats, office supplies, computers and printers are examples of commodities.
3. Equipment - Cost of equipment provided for the contractor. Preliminary breath testers (PBTs), radar or lidar units and speed trailers are examples of equipment.
4. Contractual Services - Services for individual consultants or consulting firms engaged in performing special studies and gathering data pertaining to the program or project.

COMMITMENT STATEMENTS

If approved, your agency will commit to at least the first two statements in this section of the application. **Statement 1** is a commitment to conduct the program activities and provide the required reports in a timely manner as well as an annual report at the end of the program year. **Statement 2** is a commitment to submit claims for reimbursement on forms provided by the GTSB with an authorized original signature within 90 days of the claimed expenses being paid.

Statements 3-6 apply only to law enforcement agencies committing to conduct directed traffic enforcement, public education and safety belt surveys. **Statements 7 and 8** relate to obtaining prior approval for traffic safety messages to be printed on educational materials and for any out-of-state travel taken in support of the program. **Statement 9** is a commitment to provide an HSP-3 form and a digital photo of any equipment purchased under the program.

SIGNATURE(S)

The agency head or other suitable authority (Director, Chief, Sheriff,) must sign the completed funding proposal. Police departments must also obtain the signature of the mayor to demonstrate the community's support for the program.

Examples of Items Commonly Funded under the Section 402 Program

1. Overtime for educational presentations
2. Overtime for enforcement or dispatch services
3. Training-related travel
4. Educational materials (brochures, posters or other printed items with traffic safety information)
5. In-car video cameras
6. Radars, Lidars and TruCam (hand-held laser radar/video camera)
7. PBTs
8. Speed trailers (partial funding)
9. Fatal Vision Goggles
10. Pole mounted radar units (w/data recorder)

Examples of Items NOT Funded under the Section 402 Program

1. Research
2. Office furniture
3. Alcoholic beverages
4. Signs or roadway hardware
5. Benefits for working overtime
6. Vehicles (cars, motorcycles, boats)
7. Salary for existing personnel (considered supplanting)
8. Entertainment or refreshment (coffee, donuts) expenses
9. Any equipment ordered prior to the effective date of the contract
10. Any equipment received after the expiration date of the contract
11. Equipment to replace GTSB-funded equipment less than five years old
12. Body Cameras

Effective FFY 2020 (October 1, 2019) all law enforcement contractors will be required to utilize www.IowaGrants.gov on-line for submitting grant applications and reimbursements for claims. Procedures for using online submissions are available at www.iowagrants.gov. Applications must be submitted On-line via www.iowagrants.gov by midnight, February 28th. For Further Information/Assistance, please contact the Governor's Traffic Safety Bureau at 515-725-

6126.

**Registering with the State of Iowa A & A System (Authorization & Authenticity)
&**

Registering with the www.iowagrants.gov System

Phase 1

1. Log on to www.iowagrants.gov
2. Scroll down and **Click** on **New Users Register Here** (bottom right side of screen).
3. Type in your First Name and Last Name and then Click **Register**. On the next screen, type in your Email Address and then type it again to confirm it. Now, Click "**Save Account Details.**" **You're done with Phase 1**
(Note the Account ID the system assigned you (*typically your firstname.lastname@iowaid*)).

Phase 2

4. An e-mail will be sent to the address you provided containing your Account ID and Instructions to Complete your Registration.
5. Click on the link provided in the e-mail. It will take you to a page to create your Identity Baseline by answering 3 questions (*2 the system generates and 1 you'll create*).
6. On the next screen, you will Create your Password. **You're done with Phase 2**

Phase 3

7. Go back to www.iowagrants.gov. Scroll down to **Returning Users Login Here** and sign into the system using your Account ID and Password. (*Your Account ID not case sensitive; but your Password is case sensitive.*)
8. Follow the on-line directions to complete your Registration in the IowaGrants System.
*Select **Governor's Traffic Safety Bureau** as the "**Department of Interest.**"

Registration Approval

After you have registered, you will receive a second e-mail that you've been approved.

Keep your Account ID and Password to manage your grant.

The GTSB is unable to assist with Account ID or Password issues

For Registration Problems:

Contact: Deb Scrowther: 515-281-7076 or debra.scrowther@iowa.gov

You will need to provide:

- 1) First and Last Name
- 2) User ID in IowaGrants.gov
- 3) Email address (*your association in A&A - crucial information*)
- 4) First Time User *or* Returning User

5) Phone #

2019 Section 402 Online Application Instructions

After completing the Registration Process for both the State of Iowa A&A System and the IowaGrants.gov System, you're ready to apply for the Grant.

1. Go to www.iowagrants.gov
2. Scroll down and on the right side of the page, Click on [Returning Users Login Here.](#)
3. Enter the **Account ID** and **Password** given to you.
4. At the Main Menu, click [Funding Opportunities.](#)
5. Click [2019 GTSB Section 402 State and Community Highway Safety Grant.](#)
6. ***BEFORE*** starting an application scroll down and **read Guidelines For Section 402 Funding.**
7. Go back near the top and Click [Start New Application.](#)
8. Your name should appear in Registered Applicant. For Project Title enter **Agency Name 2019 402** (*Anytown Police Department 2019 402*). Your agency's name should already be in Organization. At the top right of the screen, click [Save.](#)
9. On the next screen, Click [Go To Application Forms](#) - right side of the screen.
10. Click [Cover Sheet.](#) Enter your information under Authorized Official. Complete all other *required fields (marked with an *asterisk*). If you have a Fiscal Officer who processes claims, please enter their information. If you don't know your agency's congressional district click below the field to determine the area you are in. Once done, go back to the top of the page and click [Save.](#) Then click [Mark as Complete.](#)
11. Next, click [Contract Information](#) – This information populates your contract. **Do not use ALL CAPS or all lower case.** Complete all fields, go back to the top right hand side of the screen and click [Save. Mark as Complete.](#)
12. Click [Agency Information](#) – *for enforcement agencies* Complete. [Save](#) and [Mark as Complete.](#)
13. Click [Agency Commitment](#) – All agencies must commit to Item 1. *Items 3-6 are law enforcement only. Items 7-9 are required only if requesting funding for items noted.* Complete. [Save](#) and [Mark as Complete.](#)
14. Click [Project Description](#) – Briefly describe traffic safety problems to be addressed, goal objectives, and proposed activities your agency plans to conduct. [Save](#) and [Mark as Complete.](#)
15. Click [Personnel](#) *if enforcement agency requesting overtime* Complete. [Save / Mark as Complete.](#)
16. Click [Equipment List](#) - if requesting **(must Click Edit first)** Answer questions & Click [Save.](#) If the equipment requested will replace GTSB-funded equipment, BEFORE clicking [Mark As Complete,](#) go to the mid page & Click [Add](#) (right side). Enter the type of equipment & date of purchase. Click [Save.](#) To enter additional equipment, click [Add.](#) When complete, Click [Save.](#)
17. Click [402 Budget](#) – Complete. [Save](#) and [Mark as Complete.](#)
18. Next, click [Minority Impact Statement](#) (state required) - Complete [Save](#) & [Mark as Complete.](#)

After saving, review information entered. **If needed,** Click [Edit](#) to make necessary changes.
SAVE.

This applies to all sections. You can edit any section until you actually submit.

19. Select preview to verify information entered. Select **Print** for a copy of your application. Select go to application forms. Click **Submit**. You must then type your name and verify you understand the application and are approved to apply. Go to the top and Click **Submit** again. You will receive an “Application Submitted Confirmation” when completed.

For questions or assistance with your application, contact Crystal Young at 515-725-6126
For ID or Password problems, contact ITE.Servicedesk@iowa.gov or 1-800-532-1174.

Iowa GTSB Funding Proposal Guidelines for Section 405c (State Traffic Safety Information Systems Programs)

Funding is available from the Iowa Governor’s Traffic Safety Bureau (GTSB) for state agencies to conduct programs which will make quantifiable and measureable improvements in traffic safety data gathering, analysis, dissemination and use in Iowa to help identify priorities to assist in the reduction of crashes, injuries and deaths on Iowa roadways. Core data systems include crash data, driver license/history data, injury surveillance and EMS data, roadway data, citation/adjudication data, and vehicle registration data. Projects are expected to improve systems in the areas of accuracy, completeness, integration, timeliness, uniformity and/or accessibility.

Applications must be completed and received by April 12, 2019 by the Governor’s Traffic Safety Bureau (GTSB) to be considered for the FFY 2020 funding period (October 1, 2019 – September 30, 2020). GTSB funding is provided on a reimbursement basis only. Agencies must first pay for expenses incurred and then submit documentation of expenses and proof of payment to be reimbursed.

Funding requests may be reduced depending on the volume of applications. Funding decisions are made by the GTSB after a review of all applications. The Statewide Traffic Records Coordinating Committee (STRCC) will also approve the Bureau’s funding decisions as part of the state’s Traffic Records Strategic Plan before a contract is drawn between the GTSB and the agency.

Funded agencies must conduct program activities within the time frame of the contract and submit timely, detailed quarterly reports and a final accumulative report on program activities, progress and problems. Agencies must submit reimbursement claims within 90 days of expenses being paid. **There are two exceptions to the 90-day limit. Any and all expenses incurred in June or prior months must be claimed by August 15th due to the state fiscal year.** June and prior expenses claimed after August 15th must go to the State Appeals Board and reimbursement may be delayed by up to four months. **The final claim for all remaining expenses must be submitted by November 15th to close out the federal fiscal year.** No claims for reimbursement will be accepted after the November 15 deadline. Other requirements hinge on specific elements which may be funded and are noted in the grant application.

If you have questions regarding the data improvement program and/or the 405c application/process, please feel free to contact Mick Mulhern at 515/725-0148, mulhern@dps.state.ia.us. The GTSB staff may contact you for further explanation or details in regard to the submitted application.

Signed applications emailed to Crystal Young at cyoung@dps.state.ia.us by close of business on April 12, 2019, will meet the deadline; however, **hard copies, with original signature(s) must also be submitted to:**

Crystal Young, Grants Administrator
Governor's Traffic Safety Bureau
Iowa Department of Public Safety
215 E 7th Street
Des Moines, IA 50319

Iowa Governor's Traffic Safety Bureau

Section 405c Funding Application

Project Name:

Agency Name:

Agency Address:

Primary Contact:

Job Title:

Telephone #

Fax #

E-mail:

Reimbursement checks made out to: *(include address if different from agency)*

1. **Problem Statement / Problem Identification (What highway safety database problem needs to be addressed? Recommendations and considerations from the State traffic records assessment may help identify challenges).**
2. **Project Description (brief overview of proposed project).**
3. **Project Activities (Describe the substance of the project and, if applicable, any equipment required to perform project activity. The description should describe how the project is intended to address the problem ID and include an assessment of the projected improvement(s) to a core traffic records database that will ensue because of the project, e.g.. improvement to the percentage of crash records in the crash database, with no missing critical data elements.)**
 - a. **How does the described project address the problem ID and improve the data program attribute in the core database?**
 - b. **How will the requested equipment (if applicable) be used to perform project activity?**
4. **Project Objectives (Expected Impact/Anticipated Improvement(s)).**
5. **Performance Measure(s) to track progress/improvements (include how measures will be calculated).**
6. **Anticipated Completion (will future funding be needed? If on-going, explain).**

7. Identify system(s) and performance area(s) the project will address (check all that apply).

Core System Database	Performance Attributes					
	Accuracy	Completeness	Integration	Timeliness	Uniformity	Accessibility
Crash						
Driver Lic./History						
Injury Surveillance/EMS						
Roadway						
Citation/Adjudication						
Vehicle Registration						

8. How does this project improve traffic records in Iowa?

9. Does the project address recommendations from the 2015 Traffic Records Assessment?

Yes ☐

No ☐

Unknown ☐

If yes, please address correlation to the recommendation:

10. Funding Amount Being Requested \$:

Detail items and expenses included in the requested amount (Personnel: overtime, training-related travel; Commodities: software, educational materials, printing; Equipment: hardware; Contractual Services: consultant, software development and/or maintenance:

Personnel:

\$

Commodities

\$

Equipment:

\$

Contractual Services:

\$

11. Has project received GTSB funding in prior Federal Fiscal Years?

Yes ☐

No ☐

If this project is a continuation, what is the current contract number?

If the project received prior GTSB funding, is the requested amount the same as the last year? If not, please explain the reason for the increase or decrease.

Increased ☐

Decreased ☐

N/A or same amount ☐

Explanation:

12. Any other funding sources for this project?

Yes ☐

No ☐

If yes, please explain.

If approved for funding, your agency commits to:

1. Conducting program activities within the time frame of the grant and submitting timely quarterly reports and a final accumulative report on activities, successes and problems.
2. Submitting claims for reimbursement within 90 days of expenses being paid (*please see the two exceptions noted on the cover sheet*).
3. *If funding includes travel*, submitting travel requests 8 weeks prior to any out-of-state travel and a post-travel trip report within 2 weeks of return.
4. *If funding includes **educational** materials*, securing prior GTSB-approval of all materials.
5. *If funding includes equipment*, submitting a completed HSP-3 and a digital photo of the equipment showing the serial number(s) with the equipment reimbursement claim.

Authorized Signature

Print or Type Signer's Name

Date

GUIDELINES FOR SECTION 405d FUNDING PROPOSALS

Governor's Traffic Safety Bureau - Iowa Department of Public Safety

The Iowa Governor's Traffic Safety Bureau (GTSB) administers the federally funded Section 402 Highway Safety Program authorized on December 4, 2015, when President Obama signed into law P.L. 114-94, the Fixing America's Surface Transportation (FAST) Act. The FAST Act authorizes the federal surface transportation programs for highways, highway safety and transit. Federal highway safety programs are administered by the National Highway Traffic Safety Administration, an agency of the U.S. Department of Transportation established in 1966 to combat the growing number of traffic related deaths and injuries. The Federal 405d Program is designed to help states, counties and communities initiate programs to combat the problem of impaired driving. Impaired driving and non-use of restraints are the leading causes of death and injury in traffic crashes in both Iowa and the Nation.

While 405d monies focus on impaired driving, other traffic safety activities, such as enforcement of seat belt, speed and stop violations are included. Applicants are encouraged to "leverage" funds from the GTSB with staff, financial or other resources they can contribute to a proposed project. Section 405d is a one-year program with a new application required annually. Proposals must be submitted by February 28 for consideration for a program that will begin the following October 1st.

To qualify for Section 405d funding, agencies must be in one of Iowa's designated Top 40 Problem Counties determined annually by an in-depth traffic data analysis of alcohol-related crashes, fatalities and injuries and OWI revocations. Agencies in counties ranked 1-22 are eligible regardless of population. Agencies in counties ranked 23-40 must be in cities with a population of 5,000 or more unless their jurisdiction is countywide.

Section 405d programs may include elements such as directed overtime enforcement, educational presentations, equipment, training and/or public information campaigns. Enforcement agencies requesting overtime are required to direct that overtime enforcement to high-risk times (typically evening) and at high-risk locations for impaired driving crashes and to participate in two multi-agency enforcement efforts during the program. With a focus on impaired driving prevention, agencies are also required to conduct public awareness through media releases, news articles and/or educational presentations.

AGENCY'S CURRENT RESOURCES

If your agency is asking for overtime for traffic enforcement, you must provide the number of sworn officers in your department and the average overtime rate of pay. If your agency is asking for any equipment, you must complete the Equipment Information Section of the application.

REQUESTED PROGRAM ELEMENTS/BUDGET

This section tells us exactly what your agency is requesting to carry out your proposed program. These elements, if approved, will make up your contract budget. While an estimate, be as specific as possible. Estimated project costs are categorized as follows:

1. Personal Services - Overtime and training-related travel expenses.

2. Commodities - Educational materials acquired and consumed specifically for the program. They must include impaired driving prevention information pre-approved by the Bureau.
3. Equipment - Cost of equipment provided for the grantee. Preliminary breath testers (PBTs) and in-car video cameras are examples of equipment.

COMMITMENT STATEMENTS

If approved, your agency will commit to *at least* the first statement in this section of the application and then to all other statements that apply. **Statement 1** is a commitment to conduct the program activities and provide the required reports in a timely manner as well as an annual report at the end of the program year. **Statements 2-4** apply only to law enforcement agencies committing to traffic enforcement, public education and conducting safety belt surveys. **Statements 5 and 6** relate to obtaining prior approvals for impaired driving prevention information to be printed on educational materials and for any out-of-state travel taken in support of the program. **Statement 7** is a commitment to provide an HSP-3 form and a digital photo of any equipment purchased.

SIGNATURE

The agency head or designee with signatory authority must sign the completed application.

Examples of Items Commonly Funded under the Section 405d Program

1. Overtime for educational presentations on impaired driving
2. Overtime for enforcement or dispatch services
3. Training-related travel
4. Educational materials with impaired driving prevention information
5. In-car video cameras
6. PBTs
7. Fatal Vision Goggles

Examples of Items NOT Funded under the Section 405d Program

1. Research
2. Radar, lidar or pole mounted radar units
3. Office furniture
4. Bicycle helmets
5. Child safety seats
6. Alcoholic beverages
7. Signs or roadway hardware
8. Overtime for seat belt surveys
9. Vehicles (cars, motorcycles, boats)
10. Salary for existing personnel (considered supplanting)
11. Entertainment or refreshment (coffee, donuts) expenses
12. Any equipment ordered prior to the effective date of the contract
13. Any equipment received after the expiration date of the contract.
14. Equipment to replace a GTSB-funded piece of equipment less than 5 years old.
15. Body Cameras

For Further Information/Assistance, Contact the Governor's Traffic Safety Bureau at 515-725-6126

**Applications must be submitted On-line via
www.iowagrants.gov by Midnight, February 28th**

2019 Section 405d Online Application Instructions

After completing the Registration Process for both the State of Iowa A&A System and the IowaGrants.gov System, you're ready to apply for the Grant.

1. Go to www.iowagrants.gov
2. Scroll down and on the right side of the page, Click on [Returning Users Login Here](#) or [New Users Register Here](#)
3. Enter the **Account ID** and **Password** given to you.
4. At the Main Menu, click [Funding Opportunities](#).
5. Click [2019 GTSB Section 405d Impaired Driving Grant](#).
6. **BEFORE** starting an application scroll down and read **Guidelines For Section 405d Funding**.
7. Go back near the top and Click [Start New Application](#) or select [Copy Existing Application](#).
8. Your name should appear in Registered Applicant. For Project Title enter **Agency Name 2019 405d** (Anytown Police Department 2019 405d). Your agency's name should already be in Organization. At the top right of the screen, click [Save](#).
9. On the next screen, Click [Go To Application Forms](#) - right side of the screen.
10. Click [Cover Sheet](#). Enter your information under Authorized Official. Complete all other *required fields (marked with an asterisk). If you have a Fiscal Officer who processes claims, please enter their information. If you don't know your agency's congressional district click below the field to determine the area you are in. Once done, go back to the top of the page and click [Save](#). Then click [Mark as Complete](#).
11. Next, click [Minority Impact Statement](#) (state required) - Complete [Save](#) & [Mark as Complete](#).

After saving, review information entered. If needed , Click Edit to make necessary changes. SAVE.

This applies to all sections. You can edit any section until you actually submit.
--

12. Next, click [Contract Information](#) – This information populates your contract. **Do not use ALL CAPS or all lower case**. Complete all fields, go back to the top right hand side of the screen and click [Save](#). [Mark as Complete](#).
13. Click [Agency Information](#) – *for enforcement agencies* Complete. [Save](#) and [Mark as Complete](#).
14. Click [Agency Commitment](#) – All agencies must commit to Item 1. **Items 2-4 are law enforcement only. Items 5-7 are required only if requesting funding for items noted**. Complete. [Save](#) and [Mark as Complete](#).
15. Click [Project Description](#) – Briefly describe the activities your agency plans to conduct (impaired driving enforcement, educational presentations, etc.). [Save](#) and [Mark as Complete](#).

16. Click **Personnel** *if enforcement agency requesting overtime* Complete. **Save / Mark as Complete**.
17. Click **Equipment** - if requesting **(must Click Edit first)** Answer questions & Click **Save**. If the equipment requested will replace GTSB-funded equipment, BEFORE clicking **Mark As Complete**, go to the mid page & Click **Add** (right side). Enter the type of equipment & date of purchase. Click **Save**. To enter additional equipment, click **Add**. When complete, Click **Save**.
18. Click **Program Elements (Budget)** – Complete. **Save** and **Mark as Complete**.
19. Select preview to verify information entered. Select **Print** for a copy of your application. Select go to application forms. Click **Submit**. You must then type your name and verify you understand the application and are approved to apply. Go to the top and Click **Submit** again. You will receive an “Application Submitted Confirmation” when completed.

For questions or assistance with your application, contact Crystal Young at 515-725-6126
For ID or Password problems, contact ITE.Servicedesk@iowa.gov or 1-800-532-1174.

Funding Proposal Submission Guidelines for Section 405f (Motorcycle Safety Programs)

Funding is available from the Iowa Governor’s Traffic Safety Bureau (GTSB) for agencies to conduct programs aimed at reducing the number of crashes involving motorcyclists. Programs may include elements to address motorcycle rider training and/or motorist awareness of motorcycles. GTSB funding is provided on a reimbursement basis only. Agencies must first pay for and submit documentation of expenses to be reimbursed.

Applications must be completed and submitted to the GTSB by the end of February to be considered for funding to begin the following October and run through September each year. Funding requests may be reduced depending on the volume of applications. Funding decisions are made by the GTSB after a review of all applications. The GTSB may contact the agency for further explanation or details regarding the submitted application.

Funded agencies must conduct program activities within the time frame of the contract and submit timely, detailed quarterly report and a final accumulative report on program activities, progress and problems. Agencies must also submit aims within 90 days of expenses being paid. Any and all expenses incurred in June or prior months must be claimed by August 12th due to the state fiscal year end (June 30th). Expenses incurred after June 30th may be submitted for reimbursement thereafter. The final claim for all remaining expenses must be received at the GTSB by November 15th to close out the federal fiscal year.

Questions regarding the motorcycle safety program or the 405f application and process should be directed to the GTSB.

Grant applications must be received by February 27th to be considered for funding the following October.

Iowa Governor's Traffic Safety Bureau Section 405f Funding Application

FFY:

Project Name:

Agency Name:

Agency Address:

Primary Contact: ,

Job Title:

Telephone #

Fax #

E-mail:

Reimbursement checks made out to:

(include address if different from agency)

13. Problem Statement (the problem/issue your project will address):

14. Objectives/Performance Measures (the goals/expected impact of your project and how outcome(s) will be measures- *numeric when possible*):

15. Project Overview/Activities (description of activities to be conducted/how funds will be used):

16. Anticipated Completion (will future funding be needed? If on-going, explain):

17. Funding Amount Being Requested \$:

Please detail the items and expenses included in the above requested amount (e. g. Personnel (overtime, training-related travel); Commodities (software, educational materials, printing); Equipment (hardware); Contractual Services (consultant, software development/maintenance):

Personnel:

\$

Commodities

\$

Equipment:

\$

Contractual Services:

\$

18. Has project received Section 405f funding in prior Federal Fiscal Years?

Yes	
-----	--

No	
----	--

If this project is a continuation, what is the current contract number?

If this project has received prior Section 405f funding, has the funding requested on this application increased or decreased from previous year(s)?

Increased	
-----------	--

Decreased			Same	
-----------	--	--	------	--

Please provide an explanation in regard to funding request increase or decrease.

19. Any other funding sources associated with this project?

Yes	
-----	--

No	
----	--

If yes, please explain.

If approved for funding, your agency commits to:

6. Conducting program activities within the time frame of the contract and submitting timely quarterly reports and a final accumulative report on program activities successes and problems.
7. Submitting claims for reimbursement within 90 days of expenses being paid. *Please see two exceptions noted on the cover page.*
8. *If funding includes travel*, submitting travel requests 8 weeks prior to out-of-state travel and post-travel trip report within 2 weeks of return and submitting all trip expenses on one claim.
9. *If funding includes educational materials*, securing prior GTSB-approval of all materials.
10. *If funding includes equipment*, submitting a completed HSP-3 and a digital photo of the equipment showing the serial number(s) with the reimbursement claim for the equipment.

Authorized Signature

Print or Type Signer's Name

Date

Funding Proposal Submission Guidelines for Section 402 Special Traffic Enforcement Program (sTEP)

Iowa's special Traffic Enforcement Program (sTEP) is an enforcement and education effort to increase safety belt and child restraint use and reduce impaired driving to ultimately bring a reduction in collisions, injuries and fatalities on Iowa's roadways.

Law enforcement agencies that do not qualify for or seek other GTSB funding are eligible to apply for sTEP funding. Agencies apply via Iowa's on-line application system at www.iowagrants.gov. Notices are sent in mid-March to all law enforcement agencies not scheduled to receive other GTSB grant funding. Agencies must register with the on-line system and submit an application by the end of April to qualify. Notices are sent once funding decisions are made. Details of the sTEP program are listed below:

sTEP agencies commit to participation in five enforcement and education events. These events or "waves" range from 4-day to two-weeks and are scheduled in November, March, July and August/September. In addition to conducting heightened traffic enforcement, agencies conduct observational safety belt surveys before and after each wave and inform the local media of the effort. Sample media releases and support materials are provided. A report on enforcement contacts, survey results and media contacts must be completed on-line to the GTSB no later than 15 days after each wave.

Funding is provided on a reimbursement basis only and cannot exceed \$4,200.00 (unless \$100 is requested for GTSB conference expenses, in which case the funding limit is \$4,300.00). Funds can be used for overtime to conduct the enforcement and/or for needed equipment such as: preliminary breath testers (reimbursed at \$450), hand-held radar units (reimbursed at \$1,000), moving radar units (reimbursed at \$1,500), lidar units (reimbursed at \$3,000), an in-car video camera (reimbursed at \$4,500), or partial funding for speed trailers or a TruCam lidar (both reimbursed at \$4,200). **Agencies must first pay for and submit documentation of expenses to be reimbursed.**

Funding requests may be reduced depending on the volume of applications. To be eligible, an agency must submit an application no later than **April 30th**. The application cannot be accessed on-line after the 30th. To ensure an application is submitted on time, agencies should begin the process as soon as possible.

The GTSB reviews all applications and then, whenever possible, approves them for funding. Agencies are notified via email of their application approval status. A contract will be drafted between the GTSB and the approved agency. The contract is an agreement to promote the program, conduct the enforcement and surveys and notify media of enforcement and survey data results.

For more information, contact the sTEP Coordinator at 515-725-6121. For application submission assistance, please contact the Grants Administrator at 515-725-6123.

Online Application Instructions for GTSB FFY 2019 sTEP Grant

1. Go to www.iowagrants.gov
2. Scroll down and Click on [Returning Users Login Here](#)
3. Enter the **Account ID** and **Password** given to you
4. At the Main Menu, select [Funding Opportunities](#)
5. Select [GTSB FFY 2019 sTEP Program](#)
6. Click [Start New Application](#) on the right hand side of screen **(Do NOT copy existing)**
7. Under Registered Applicant: Select Your Name; For Title Use: Your Agency Name 2019 sTEP (*sample: Anytown Police Department 2019 sTEP*); then [Save](#) & [Go To Application Forms](#)
8. Complete the [Cover Sheet](#) entering the Authorized Official (Example: Sheriff, Chief, Mayor) and all other *required fields (*those with an asterisk*). Fiscal person information is required by the State. If someone will process your claims, put that person's information here. If you will complete claims, repeat your information here.
After saving, check entries and click [Mark as Complete](#)
9. Click [Minority Impact Statement](#) - Complete and [Save](#)
After saving, check entries and click [Mark as Complete](#)
10. Click [Contract Information](#) - Complete and [Save](#)
After saving, check entries and click [Mark as Complete](#)
11. Click [Personnel](#) - Complete and [Save](#)
After saving, check entries and click [Mark as Complete](#)
12. Click [Agency Commitment](#) - Complete and [Save](#)
Includes Name of Agency Head and, for PDs, Name of Mayor
After saving, check entries and click [Mark as Complete](#)
13. Click [Agency Information](#) - Complete and [Save](#)
After saving, check entries and click [Mark as Complete](#)
14. Click [Equipment](#) (*in this Section you must Click [Edit](#) first to complete*) – If the equipment you are requesting will replace GTSB-funded equipment, you need to go to the mid page and Click [Add](#) (right side). Enter the type of equipment and date of purchase. Click [Save](#). To enter additional equipment, click [Add](#). If the equipment you are requesting is an upgrade to existing equipment be sure to provide an explanation below. When complete, Click [Save](#).
15. Click [sTEP Budget](#) - Complete and [Save](#)
Be sure to fill in the requested dollar amounts under the “Highway Safety Funds” column.
After saving, check entries and click [Mark as Complete](#)
16. *Until you hit [Submit](#), you can [Edit](#) all entries, even those you [Marked as Complete](#).*
17. At this point, you should [Print](#) a Copy of your Application and then Click [Submit](#).

For Registration Problems:

Contact: Deb Scrowther: 515-281-7076 or debra.scrowther@iowa.gov

POLICIES AND PROCEDURES MANUAL



APPENDIX E

Program Selection Guidelines

GOVERNOR'S TRAFFIC SAFETY BUREAU
IOWA DEPARTMENT OF PUBLIC SAFETY

January 2020

Program Evaluator

By January 15th of each year a new Problem Identification Analysis (Appendix C) is completed to determine the comparative severity of traffic safety problems throughout Iowa's 99 counties. The GTSB's Program Evaluator is responsible for this function. Results of the problem identification are used by the GTSB to determine which areas of the state have the greatest traffic safety problems and are, therefore, eligible for federal traffic safety funding.

Quantifiable measures of serious traffic incidents are used for the analysis as outlined in Appendix C. The most recent three years of state data are utilized for the analysis with the Iowa DOT providing the crash data.

Funding limits to agencies within the "Top 22" and "Top 40" counties is an internal GTSB policy and can be addressed as needed based on data and/or funding levels or special initiatives. Agencies are encouraged to expand their programs and activities to be proactive in addressing trending issues.

Grants Administrator (GA)

Section 402 and 405d:

Once the Problem Identification Analysis is completed, eligible Iowa agencies are identified for notification of funding eligibility. Sections 402 and 405d applications are completed on-line in the Iowa web grant system. Eligible agencies are provided proposal guidelines and instructions on the web grant system with details on how to complete the on-line application.

The GTSB GA is responsible for sorting the database of Iowa agencies by:

1. Top 22 counties and cities or countywide jurisdictions (eligible for 402)
2. Top 22 counties and cities (eligible 405d)
3. Top 23-40 counties and cities (eligible 405d)

The qualifying agencies (above) are further sorted by those with a current 402 or 405d grant and those that do not. Current grantees that qualify for 402 funding automatically qualify for 405d, however they can participate in only one program. These agencies are notified that their current contract will expire September 30th, that they are eligible for 402 or 405d funding and the guidelines, instructions and forms they need to apply.

Current grantees who qualify for 405d funding are notified that their current grant will expire on September 30th that they are eligible for 405d funding with guidelines, instructions and web grant information they need to apply.

Agencies without a current grant that qualify for 402 or 405d receive a separate letter explaining the highway safety program(s) they qualify for and the appropriate guidelines, instructions and forms.

All GTSB funding applications/proposals/continuation forms must include:

1. Problem Statement/Objective that describes the highway safety problem(s) to be addressed;
2. Proposed Activities and/or services to be provided that will positively impact the problem;
3. Performance Measures to assess the program's success in attaining its objectives (quantifiable if possible); and
4. Budget including various program elements (personal services, commodities, equipment, contractual services) to be funded and the corresponding amount requested for each item as well as the overall requested amount of funding.

Section 405c and 405f:

In addition to Section 402 and 405d funding, eligible state agencies that are members of the Statewide Traffic Records Coordinating Committee (STRCC) may qualify for 405c funding to conduct programs which will make quantifiable and measurable improvements in traffic safety data gathering, analysis and dissemination. Additionally, agencies with programs designed to reducing motorcycle crashes and/or increasing motorists awareness of motorcycles may qualify for 405f funding. Agencies are notified on-line of funding availability including instructions and application forms.

Continuation Grants

Many non-law enforcement contracts i.e., media, research, training, education, legal, etc., are not required to submit a new application before each federal fiscal year as these contracts are on-going. In lieu of a new application each year these agencies are required to submit a Contract Continuation Request to the GTSB if they plan to continue with a new contract. The completed request form can be accompanied with a letter from the agency and should detail the following information:

Project Description: Provide a brief overview of the purpose of the project(s). Indicate if the project(s) is new or a continuance of a project currently underway. Projects should be evolving and address data-driven traffic safety issues and/or NHTSA campaign messages.

Project Activities: Provide information explaining what specifically will occur and how the grant funds will be used in the project(s). Indicate if the activities listed are new or a continuance of on-going activities. This information will be used for paragraph 11.8 "Contract Activities" of the new (continued) contract.

Project Objective: Describe the desired impact and outcomes of the project(s). Explain anticipated improvements, changes and goals. Be as specific as possible.

Performance Measures: This is critical in ensuring the activities are moving towards the objectives throughout the life of the contract. Identify performance measures to track progress/improvements and also to adjust the activities to meet the desired goals. Explain how the performance measures will be calculated.

The Contract Continuation Request can be brief however to ensure the federal funds are being used as efficiently and effectively as possible it is encouraged to submit a detailed request.

Mass Media Contract: An additional grant identified as the bureau's designated advertising agency is on-going in six-year increments. Advertising agencies must apply via the Iowa Department of Administrative Service's Request for Proposal (RFP) process. The agency is selected through a detailed and rigorous evaluation and selection process. The grant is renewable however another RFP process must be undertaken at the completion of each six-year period. The grant holder is required to submit a Contract Continuation Request on or before March 1st of each year pursuant to Iowa Administrative Code 66120.3(6) (b) to be considered for funding in the next fiscal year which begins October 1st.

Media agencies do not have a set form to complete but are instructed that their proposal must include:

- 1) Problem Statement/Objective describing the highway safety issues to be addressed;
- 2) Proposed Activities/Services they will provide to effectively reach Iowans to impact driver behavior;
- 3) Performance Measures of their audience reach/exposure, and
- 4) Budget or funding amount needed to perform their proposed activities/services.

Application Distribution and Summaries

The GA provides a copy of each funding application to the appropriate GTSB Program Administrator (PA) based on the grant type or area of the state in which the applicant is located and the PA is assigned to.

The GA also compiles a summary of all the applications by type (402, 405c, 405d, 405f) noting the agency, assigned PA, total amount requested and the various budget elements being requested by quantity and dollar amount. For web grant applications, this information is taken from the web system. For other applications, the data is compiled manually. These summaries are then provided to the PAs, the Financial Manager and the Bureau Chief. The summaries are used by the Financial Manager to determine how much money is being requested in each funding source and is vital in determining whether an overall funding reduction must be made for any or all of the funding sources.

The information is also used during the final funding decision process to help make funding determinations. At that time it is updated to reflect what funding elements and amounts are approved. The updated database is utilized during the entire program year by both the GA and the Financial Manager.

Program Administrator

PA's review respective proposals to ensure the applications are complete and appropriate for the highway safety program. Agencies are required to submit additional information if there are questions or issues regarding their proposals.

PA's review all applications weighing the risk of each agency using a Risk Assessment Form (GTSB Form 45) and its proposed project(s). Current grantee's past performance is scrutinized for completeness and timeliness of reports, claims, and findings during site visits or other unresolved problems. Additionally, the level at which program objectives were met i.e., crash reduction, seatbelt usage, etc., as well as the overall success of the current and past grants are considered. The percentage of prior funds expended, previous equipment purchases, the size of the organization and its willingness to work with other agencies are factors in the risk assessment. Further, PA's take into consideration whether the agency or its contact are new to the traffic safety program and may need extra guidance. Background information regarding previous audit findings is provided by the Financial Manager. PA's utilize the data and information to determine whether the proposed project should be funded and if the funding amount requested is appropriate based on the information reviewed.

Program Selections

By mid-March, all funding proposals will have been reviewed by the PA's, the Financial Manager and the Bureau Chief. During these negotiations, all elements of the applications are reviewed to include input from the assigned PA. The PA possesses a unique perspective of current or previous contract partners from face to face and every day operations with those agencies. The PA's provide input into which proposals they deem as worthy and what funding level is appropriate. The Financial Manager provides budget considerations and details on the applicant's prior funded equipment. The Bureau Chief, utilizing the information and input, makes the final funding decisions. The applications are updated with the results from the negotiations.

Once budget decisions are made, the applicants are notified by the PA of their grant award status. If, after deliberations with the applicants, anything in the approved overall budget changes, the Bureau Chief, Grants Administrator, Program Evaluator and Financial Manager are informed and the applications are updated (with Bureau Chief approval).

The GA utilizes the applications for each funding source to generate a draft contract for each approved agency. All contracts begin on October 1st and close on September 30th of each year. Each draft contract is reviewed for accuracy and content by the PA, Program Evaluator, Financial Manager and Bureau Chief. The Bureau Chief signs two sets of the finalized contracts which are then sent to the grantees for signing. The grantee is instructed to return one of the signed contracts to the GTSB for filing.

special Traffic Enforcement Program (sTEP) Contracts

Grants Administrator

sTEP Applications

By mid-March, the same procedure for Section 405d funding is used to create and post a new funding opportunity for sTEP. All Iowa law enforcement agencies not slated to receive other GTSB funding are notified of their eligibility for a sTEP grant. Agencies receive an overview of

the sSTEP program, information on the registration process for the on-line system and instructions on how to complete an application. The deadline for sSTEP applications is April 30th. sSTEP applications are managed by two PA's within the GTSB. Copies of the applications are provided to the responsible sSTEP Coordinator (PA) and the Financial Manager.

The Grants Administrator compiles a listing of the agencies requesting sSTEP funding using information from the on-line grant system. The list identifies each applying agency and their pertinent information as well as budget item(s) requested (enforcement overtime/equipment) and the corresponding amount(s). The listing is provided to each sSTEP Coordinator and the Financial Manager for review and approval.

Program Administrator (sSTEP)

Upon receipt of the applications, the sSTEP Coordinator(s) will review them to ensure their completeness and whether they are appropriate for the highway safety program. If information is missing or there are questions, the agency will be notified and required to provide the missing information or clarify any issues. Upon receipt of the requested information the applications are updated and deemed current.

The sSTEP Coordinators review all qualifying applications weighing the risk assessment and its proposed project. If the applicant is a current grantee, their past performance is scrutinized for completeness and timeliness of reports and claims, level that the program objectives were met, as well as the overall success of the current and previous grants. Further, the sSTEP Coordinator's take into consideration whether the agency or its contact are new to the traffic safety program and may need extra guidance. Background information regarding previous audit findings is provided by the Financial Manager. PA's utilize the data and information to determine whether the proposed project should be funded and if the funding amount requested is appropriate based on the information reviewed.

Program Selections (sSTEP)

By mid-May all sSTEP applications are jointly review by the sSTEP Coordinators, Financial Manager and the Bureau Chief. The sSTEP Coordinators provide insight into which proposals are suitable for the program and what funding level is appropriate. The Financial Manager provides budget considerations and details on applicants' prior funded equipment. The Bureau Chief, using the information and input, makes the final funding decisions. The applications are updated with the results.

Once budget decisions are made, the GA changes the status of the applications in the on-line system to "Approved". This generates an email to the applicants notifying them of the application approval. If, after deliberations with the applicants, anything in the approved overall budget changes, the Bureau Chief, Grants Administrator, Program Evaluator and Financial Manager are informed and the applications are updated (with Bureau Chief approval).

The GA utilizes the applications for each funding source to generate a draft contract for each approved agency. sSTEP contracts begin on November 1st. Draft contracts are approved by the

PA, Program Evaluator, Financial Manager and the Bureau Chief. The Bureau Chief signs two sets of the finalized contracts and they are then sent to the grantees for signing. The grantees are instructed to return one signed copy of the contract to the GTSB for filing.

Risk Assessment- Funding Proposal Review

Funds applied for: 402 ☐, 405b ☐, 405c ☐, 405d ☐, 405f ☐ Requested Amount \$

Agency Name:

Agency Type: City PE* ☐, County PE ☐, State PE ☐, LE ☐, University ☐, Health ☐, Media ☐, Other ☐

Size of organization (if LE agency): Number of sworn officers: Traffic Unit: Yes ☐ No ☐

Is the applicant a current or prior grantee? Yes ☐ No ☐ If yes, provide most recent grant information:

Contract number:

Contract Dollar Amount: \$

Submitted on-time reports: Majority (80-100%) of the time: ☐ Most (50-80%) of the time: ☐, Sometimes: 50 %< ☐

Accurate/complete claims: Majority (80-100%) of the time: ☐ Most (50-80%) of the time: ☐, Sometimes: 50 %< ☐

Any major negative findings during a site visit(s): Yes ☐ No ☐ Details:

Has the agency had any audit findings related to GTSB funds? Yes ☐ No ☐ Details:

Has the agency been suspended/disbarred? Check at: <https://www.sam.gov/portal/SAM/##11> Yes ☐ (provide details) No ☐

Agency's DUNS (Data Universal Numbering System- for credit reporting) Check at: <https://www.sam.gov/>

DUNS number:

Any unresolved contractual issues?

Yes ☐ (Provide details) No ☐

Public awareness efforts: Yes ☐ No ☐ Earned media Yes ☐ No ☐ (If yes, provide details.)

Level at which program objectives are being met (if current contractor):

% enforcement OT hours used to date:	% Impaired contacts to date:	% Seatbelt contacts to date:
--------------------------------------	------------------------------	------------------------------

Prior FFY funds utilized: %, If not 100% provide details; Current FFY funds utilized: %

GTSB-funded equipment purchased in the last 5 years (attach list if yes): Yes ☐ No ☐

Equipment >\$5K purchased or disposed of IAW NHTSA policy? Yes ☐ No ☐ (If no provide details)

Does the agency have a new GTSB contact? Yes ☐ No ☐. Is guidance/training needed? Yes ☐ No ☐

Overall Risk: (check appropriate level)

Low Risk: (On time reports; Active Participation 75-100%; Minimal Errors, etc.) ☐

Medium Risk: (Generally on time reports; 50-75% Participation; Some errors, etc.) ☐

High Risk: (Continually late reports; 0-50% Participation; Continuous errors, etc.) ☐

(Explain if Medium or High Risk)

PA Remarks:

Is the agency's proposal recommended for funding? Yes ☐ at \$; No ☐

PA Signature

Date:

*PE- Public Entity

Risk Assessment- Funding Proposal Review (sTEP)

Agency Name:

Amount of sTEP funds requested: \$

Is applicant a current or previous sTEP grantee? Yes ☐ No ☐ (If no, site visit required during 1st year)

If the applicant is/was a grantee, did they submit timely reports/claims? Yes ☐ No ☐

Any unresolved problem(s)? No ☐ Yes ☐ Details:

Does the agency have a new grant contact? No ☐ Yes ☐ (If yes, site visit required)

Has the agency had any audit findings related to GTSB funds? Yes ☐ No ☐ Details:

Has the agency been suspended/disbarred? Check at <https://www.sam.gov/portal/SAM/##11> Yes ☐ No ☐

Agency's DUNS (Data Universal Numbering System- credit reporting) Check at <https://www.sam.gov/>

DUNS Number:

Overall Risk: (check appropriate level)

Low Risk: (On-time reports, Active Participation 75-100%, Minimal errors, etc.) ☐

Medium Risk: (Generally on-time reports, 50-75% Participation, Some errors, etc.) ☐

High Risk: (Continually late reports, 0-50% Participation, Continuous errors, etc.) ☐

(Explain Medium or High Risk)

PA Remarks:

Is the agency's proposal recommended for funding? Yes ☐ at \$ No ☐

PA Signature: _____ Date:



- ☒ Bureau Order
☐ Special Order

Order No.: **15-03 GTSB**

- ☒ Procedure
☐ Plan
☒ Rule

I. Purpose

The purpose of this policy is to establish uniform criteria for determining successful grantee applicants.

II. Policy

It is the policy of this Bureau to award grant dollars in a manner that will have the greatest impact on reducing death and serious injury on Iowa's roadways.

III. Procedure for law enforcement grant applications.

RESPONSIBLE PARTY	REQUIRED ACTION	NOTE/COMMENT
Program Administrator	1. By March 1 of each program year, for law enforcement grant applicants with a prior GTSB grant, review the prior grant performance making a risk assessment.	
	2. Review each applicant for: 1) the timeliness and completeness of past reports; 2) the timeliness and accuracy of past claims; 3) the enforcement activity conducted as to: a) percent of allotted overtime hours used; b) contact level consistent with past activity; and c) data driven activity at high-risk times and location for the type of grant; 4) level and type of public information and education activity; 5) if required, observational seat belt surveys made; 6) if the agency has had an audit finding in relation to GTSB funding; and 7) if the agency contact is new to the highway safety program.	
	3. Review all elements of prior grantee law enforcement applications for worth in the highway safety program and in light of the risk assessment made.	

Iowa Department of Public Safety Governor's Traffic Safety Bureau

TITLE/SUBJECT: Grant Funding Criteria for Law Enforcement and Other Grant Applications

IDENTIFIER: 47-02.04

TO: All GTSB Personnel

CC: Robert Hansen

RELATED DIRECTIVES/FORMS:

APPLICABLE CALEA STANDARD(S):

EFFECTIVE DATE: October 1, 2014

REVISION #: 3

INSTRUCTIONS: This order supercedes all previous directives on this subject.

APPROVED BY:

DATE:

Patrick J. Hoyer

March 19, 2015

Patrick J. Hoyer

	4. Review all law enforcement grant applicants with no prior GTSB grant for worth in the highway safety program. If needed, request enforcement contact information from recent years.	
	5. Provide a funding recommendation during funding decision deliberations on each law enforcement applicant, noting worth of program application and risk assessment of agency based on past performance when available.	
Financial Manager	6. Provide, during funding decision deliberations, an estimate of the amount of funding available for each grant applicant recommended PAs for funding.	
Bureau Chief	7. Determine for each grant applicant, during funding decision deliberations, if the application will be approved and at what funding level.	

IV. Procedure for non-law enforcement grant applications.

RESPONSIBLE PARTY	REQUIRED ACTION	NOTE/COMMENT
Program Administrator	1. By March 1 of each program year, for non-law enforcement grant applicants with a prior GTSB grant, review the prior grant performance making a risk assessment.	
	2. Review each applicant for: 1) the timeliness and completeness of past reports; 2) the timeliness and accuracy of past claims; 3) the program activity conducted as to: a) percent of the activity completed; b) success level in achieving program outcomes; and c) possible duplication of efforts; 4) if the agency had an audit finding relating to GTSB funds; and 5) if the agency contact is new to the program.	
	3. Review all elements of prior grantee applications for worth in the highway safety program and in light of the risk assessment made.	
	4. Review all non-law enforcement grant applicants with no prior GTSB grant, for worth in the highway safety program.	
	5. Provide a funding recommendation during funding decision deliberations on each non-law enforcement applicant, noting worth of program application and	

	risk assessment of agency based on past performance when available.	
Financial Manager	6. Provide, during funding decision deliberations, an estimate of the amount of funding available for each grant applicant recommended PA for funding.	
Bureau Chief	7. Determine for each grant applicant, during funding decision deliberations, if the application will be approved and at what funding level.	

POLICIES AND PROCEDURES MANUAL



APPENDIX F

special Traffic Enforcement Program (sTEP)
Grant Guidelines

GOVERNOR'S TRAFFIC SAFETY BUREAU
IOWA DEPARTMENT OF PUBLIC SAFETY

January 2020

IOWA GTSB special Traffic Enforcement Program (sTEP) GRANT POLICIES

Program Activity:

Prior to the each sTEP wave, the GTSB will send a wave reminder and a media release. sTEP grantees are required to publicize each enforcement wave by tailoring the release to their agency and asking the local paper or other media outlet to include the release in their publication or post the release at local businesses just prior to the wave.

sTEP grantees are required to make observational seat belt usage surveys before and after one wave and document the number of drivers and passengers belted and those not belted. All sTEP grantees are required to conduct high visibility traffic enforcement and log all enforcement contacts made during each sTEP wave.

Reporting:

All sTEP grantees are required to submit a report no later than fifteen days after each sTEP Wave. The reports will include the number of all enforcement contacts made, the seat belt usage survey data and the number and type(s) of media utilized. sTEP reports are considered delinquent if they are more than two months past due. If this occurs, the GTSB may withhold reimbursement of claims until such time as the grantee furnishes the appropriate report.

Equipment:

If the sTEP grantee has GTSB funds to purchase equipment, the equipment cannot be ordered before the start of the GTSB grant on November 1st. If the equipment cost exceeds the GTSB approved amount, the agency will be responsible for the additional cost. If equipment to be purchased has an acquisition price of \$5,000 or more, the agency must submit a request to the GTSB detailing the type and price of the equipment and receive GTSB approval before purchasing the equipment. When no longer needed for the program, or if the equipment becomes nonfunctional, GTSB form 79 should be completed and submitted indicating disposal or reassignment.

Monitoring:

Due to the large number of sTEP grant, it is not feasible to visit all agencies yearly. Site visits are required for 1st-time grantees and agencies not in the program for over two years. Site visits may be made at any time; especially if training is needed for a new contact or at an agency's request. During site visits, funded equipment may be checked and, if overtime is included, officer logs may be checked. A Grant Review Form 85 will be completed for each site visit and signed by the PA and the agency contact. Regardless of site visits, desk monitoring will be done for oversight of all sTEP grants. Desk monitoring will ensure accuracy and timeliness of reports and claims; track performance and provide the sTEP Coordinator with information for risk assessments that will be done and kept in each sTEP grant file.

Travel:

An additional \$100 may be added to sTEP grants to be used for travel to the annual GTSB conference. The funds may be used for registration, mileage, and meals not provided at the conference.

Claims:

To receive reimbursement for GTSB funded overtime and/or equipment, a claim (HSP-2) must be submitted within 90 days of expense payments. Claims must be signed by an authorized agency representative and include proper documentation to support the expense being claimed. The GTSB will generally be able to provide reimbursement within 30 days of receipt of a properly completed and signed claim.

POLICES AND PROCEDURES MANUAL



APPENDIX G

Claim for Reimbursement (HSP 2)

GOVERNOR'S TRAFFIC SAFETY BUREAU
IOWA DEPARTMENT OF PUBLIC SAFETY

January 2020

HSP 2

POLICIES AND PROCEDURES MANUAL



APPENDIX H

Equipment Disposal Form
GTSB Form 79

January 2020

GTSB Form 79

GTSB 79a

POLICIES AND PROCEDURES MANUAL



APPENDIX I

Equipment Accountability Report – HSP 3
GTSB Form 26

January 2020

Equipment Accountability Report – HSP 3
GTSB Form 26

POLICIES AND PROCEDURES MANUAL



APPENDIX J

Administrative Review Checklist and Report

GTSB Forms 12a, 12b, 12c, 12d, 12e

January 2020

GTSB 12a

GTSB 12b

GTSB 12c

GTSB 12d

GTSB 12e

POLICIES AND PROCEDURES MANUAL



APPENDIX K

Out-Of-State Travel Request
GTSB Form 49

January 2020

GOVERNOR'S TRAFFIC SAFETY BUREAU OUT-OF-STATE TRAVEL REQUEST

AGENCY _____

Contract # _____

WHO Person Traveling: _____

WHAT To Attend: _____

WHERE Destination: _____

WHEN Date(s): _____

WHY Reason Attending: _____

HOW MUCH Total Budget: _____

Transportation: _____

Meals: _____

Room: _____

Registration Fee: _____

SIGNATURE OF PERSON
REQUESTING TRAVEL:

SIGNATURE OF CONTRACTOR (Art. 5.2)
DESIGNEE OR KEY PERSON (Art. 6.0):

Print Name

Print Name

Date

Date

(THIS SECTION TO BE COMPLETED BY GTSB)

Date: Approved _____ Disapproved _____

By: _____, Governor's Traffic Safety Bureau
(Signature & Title)

This Form Should Be Submitted At Least Six Weeks Prior To Requested Travel Date

POLICIES AND PROCEDURES MANUAL



APPENDIX L

Out-of-State Travel Trip Report
GTSB Form 51

January 2020

**GOVERNOR'S TRAFFIC SAFETY BUREAU
OUT-OF-STATE TRAVEL
*TRIP REPORT***

Agency _____

Who traveled _____

Contract # _____

What was attended? _____

Where was it held? _____

What were the dates and times of departure and return? _____

Why was it beneficial? *Briefly describe the meeting/workshop/conference. Include sessions attended, the information gained and **how it will benefit your highway traffic safety program.***

This report is due within 2 weeks of your travel return. Reimbursement will not be made until it is received by the Governor's Traffic Safety Bureau.

POLICIES AND PROCEDURES MANUAL



APPENDIX M

General Conditions

January 2020

General Conditions

Section 1.0 Amendment of this document.

The GTSB, State administrative agency or the contractor may, during the duration of this contract, deem it necessary to make alterations to the provisions of this contract. Any changes to the General Conditions, which are mutually agreed upon, shall be incorporated into this contract by written request and GTSB approval.

Section 2.0 Release of Data and Findings.

Any and all reports, information, data and so forth, given to, prepared, or assembled by the contractor under this contract shall not be made available to any individual or organization by the contractor prior to the completion of this contract in its entirety, without advance written approval of such prior release by the GTSB. Unless otherwise stated in the Special Conditions of the Contract, the contractor may not release reports, information, publication information and educational materials and so forth if produced under the terms of the contract without written approval by the GTSB. This section applies to such elements as scholarly journals, professional conferences and seminars, final reports, surveys and news releases.

Section 3.0 Patent and Copyright.

No materials or products produced wholly or in part by the contractor under this contract shall be subject to patent or copyright laws either in the United States or in any other country.

Section 4.0 Accounts and Records.

4.1 Accounts- The contractor shall maintain books, records, documents and other evidence pertaining to all costs and expenses incurred as well as revenues acquired under this contract to the extent and in such detail as will properly reflect all costs, direct and indirect, of labor, materials, equipment, supplies, services and other expenses of whatever nature, for which payment is claimed under this contract.

4.2 Audit and Inspection- At any time during normal business hours and as frequently as is deemed necessary, the contractor, for the purposes of examination, shall make available to the agencies listed below all of his or her to audit, examine, make excerpts or transcripts from such records, contracts, invoices, payrolls, personnel records, conditions of employment objectives and all other matters covered by this contract:

The GTSB;
State Auditor;
Comptroller General of the United States;
NHTSA/FHWA.

4.3 Retention and Records- All records in the possession of the contractor pertaining to this contract shall be retained by the contractor for a period of three (3) years beginning with the

date upon which the final payment under this contract is issued. All records shall be retained beyond the three-year period if audit findings have not been resolved within that period. Records for nonexpendable property acquired under this contract shall be retained for the agreed useful life of the equipment for a three-year period after the final disposition of property.

Section 5.0 Allowable Costs.

5.1 Allowable Costs- Allowable costs are specified under the project budget presented in the "Special Conditions" of the contract. Allowable costs in contracts with State and Local government are subject to audit under the principles defined in NHTSA Order 462-13A where all or any part of contract funds are obtained from the federal government.

5.2 Expenditures- Expenditures which exceed budgeted line-item amounts will not be disallowed for payment solely because of minor deviations from the budgeted amount, provided that the deviation was by an amendment to this contract and prior approval was granted by the GTSB. Unforeseen costs incurred during the contract period and denoted in the final claim as a cost overrun may be approved for payment by the Governor's Representative subject to audit verification.

Section 6.0 Termination of Contract.

6.1 Termination for Cause- the GTSB may terminate this contract wholly or in part at any time before the date of completion, whenever it is determined that the contractor has failed to comply with the conditions of the contract. The GTSB shall promptly notify the contractor in writing of the determination and the reasons for the termination, together with the effective date. Payments made to the contractor or recoveries by the GTSB under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties.

6.2 Termination for Convenience- the GTSB, or contractor may terminate contracts wholly or in part when all parties agree that the continuation of the project would not produce beneficial results commensurate with the future expenditure of funds. The parties shall agree upon the termination conditions, including the expiration date, and in case of partial terminations, the portion to be terminated. The contractor shall not incur new obligations for the terminated portion after the expiration date and shall cancel as many outstanding obligations as possible. The GTSB shall allow full credit to the contractor for the GTSB share of the non-cancelable obligations properly incurred by the contractor prior to termination.

6.3 Rights in Uncompleted Products- In the event the contract is terminated, all finished or unfinished documents, data, reports or other material prepared by the contractor under this contract shall, at the option of the GTSB, become its property, and the contractor shall be entitled to receive just and suitable compensation for any satisfactory work completed on such documents and other materials.

Section 7.0 Equal Employment Opportunity.

7.1 Discrimination- The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age or physical or mental disability. The contractor shall take affirmative action to insure that applicants are employed and that employees are treated fairly during employment without regard to their race, color, religion, sex, national origin, age or disability. Such action shall include, but may not be limited to, the following: employment, upgrading, demotion or transfers, recruitment or compensation; and selection for training, including an apprenticeship. The contractor agrees to post notices setting forth the provisions of the nondiscrimination clause in conspicuous places as to be available to employees.

7.2 Consideration for Employment- The contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age or disability in all solicitations or advertisements for employees placed by or on behalf of the contractor.

7.3 Civil Rights Compliance- The contractor will comply with all relevant provisions of the Iowa Civil Rights Act of 1965 as amended, Iowa Executive Order of 1973, Federal Executive Order 11246 of 1965 as amended Federal Executive Order 11375 of 1967 and Title VII of the U.S. Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972, Section 504 of the Vocational Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 as amended, and the Vietnam Veterans Readjustment Act of 1974. The contractor will furnish all information and reports requested by the State of Iowa or required by or pursuant to the rules and regulations thereof and will permit access to his or her payroll and employment records by the State of Iowa for the purposes of investigation to ascertain compliance with such rules, regulations or requests, or with this nondiscrimination clause.

7.4 Non-compliance with the Civil Rights Laws- In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the aforesaid rules, regulation or requests, this contract may be cancelled, terminated or suspended either wholly or in part. In addition, the State of Iowa may take further action, imposing other sanctions and invoking additional remedies as provided by the Iowa Civil Rights Act of 1965, as amended, 1966 Iowa Code Chapter 105A, as heretofore and hereafter amended, or as otherwise provided by law.

7.5 The contractor will include the provisions of paragraphs 7.1 through 7.4 in every subcontract unless exempt by the State of Iowa, and said provisions will be binding on each subcontract as the State of Iowa may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event the contractor becomes involved in or is threatened by litigation with the subcontractor or vendor as a result of such direction by the State of Iowa, the contractor may request the State of Iowa to enter into such litigation to protect the interests of the State of Iowa.

Section 8.0 Interest of the GTSB, Contractor, Officials and Others.

8.1 GTSB- No officer, member or employee of the GTSB and its governing body, nor any other public official of the governing body of the locality or localities in which the project is

situated or carried out who exercises any functions or responsibilities in the review, approval or implementation of this project shall participate in any decisions relevant to this contract which may affect his or her personal interest or the interest of any corporation, partnership or association in which he or she is directly or indirectly interested or has any personal or pecuniary interest, direct or indirect.

8.2 Contractor- The contractor vows that he or she presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this contract.

Section 9.0 Assignment of Interest.

Neither this contract nor any interest or claim thereunder shall be assigned or transferred by the contractor to any other party or parties.

Section 10.0 Personnel.

10.1 Selection- The contractor agrees that he or she has or will secure all personnel required in performing the work and services under this contract. The aforesaid personnel shall not be employees of or have any contractual relationship with the GTSB.

10.2 Qualifications- All of the work and services required hereunder will be performed by the contractor or by personnel under his or her direct supervision. All personnel engaged in the specified tasks shall be fully qualified and authorized under State and local laws to perform such services.

10.3 Change of Key Personnel- Any individual specified by name in Article 6.0 herein is considered essential to the work and services to be performed. If for any reason, substitution for a specified individual becomes necessary, the contractor shall provide an immediate, written notification to that effect to the GTSB. The Contractor shall provide the name of the replacement individual. Any replacement shall be subject to the approval of the GTSB Bureau Chief.

Section 11.0 Subcontracts.

None of the services or work required under this contract shall be subcontracted by the contractor without the prior written approval for said subcontract by the GTSB and the prior written approval of the subcontractor to the GTSB.

Section 12.0 Contract Coverage.

This instrument contains the entire agreement between the parties and any statements, inducements or promises not contained herein shall not be binding upon said parties. This contract shall be binding upon the successors who may assume the position currently held by any parties to this contract.

If any of the provisions contained herein shall be in conflict with the laws of the State of Iowa or shall be declared to be invalid by any court of record of this State, such invalidity shall be construed to affect only such portions as are declared invalid or in conflict with the law. Any remaining portion ruled valid by the court shall continue to be in effect.

Section 13.0 Litigation.

The contractor agrees to pay the cost of any litigation should said contractor fail to comply with the rules and regulations in this contract or should said contractor prove to be negligent or incompetent. In carrying out the provisions of the contract or in exercising any power or authority granted to the contractor, there shall be no liability, personal or otherwise, upon the GTSB as that office acts in accordance for the State. Furthermore, the contractor shall indemnify and save harmless suits, actions or claims of any character issued for all injuries or damages incurred by individuals or property as a result of the contractor or duly authorized representative carrying out the terms of the contract.

POLICIES AND PROCEDURES MANUAL



APPENDIX N

Table of Organization

GOVERNOR'S TRAFFIC SAFETY BUREAU
IOWA DEPARTMENT OF PUBLIC SAFETY

January 2020

